

DIRECTOR OF EMPLOYMENT AND TRANSITIONAL SUPPORT

JOB CODE: 2301
DEPARTMENT: Tioga Co. Department of Social Services
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 10/12/05 (Reso 296-05); reviewed 05/14 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, implementing and directing the operation of the Employment and Transitional Supports division of the County Department of Social Services. The employee has broad, administrative responsibility for local policy planning; for Federal, State and local program and rule implementation; and for direction of the Employment and Transitional Supports division. The incumbent has considerable latitude in expressing independent judgments in the formulation of local policies and procedures to affect the agency's goal. The management of the division is vested within this classification. Work is performed under the general supervision of the Commissioner of Social Services or designee for implementation. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the formulation of local policies and procedures which relate to financial eligibility for the various programs administered by the local social services districts;
- Interprets departmental policy on implementation of Federal / State programs and this modification;
- Establishes and implements the division's operational policy;
- Reviews the work of the various sections and units within the division to determine work quality, meeting of departmental standards and ways of better delivery;
- Holds staff meetings with supervisors to formulate programs, discuss operational changes and advise of new State regulations;
- Determines personnel assignments, manpower utilization; establishes necessary controls for determining staff performance and completes performance evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Federal, State and local Social Services laws and programs as they affect eligibility for financial assistance; Comprehensive knowledge of the agency's programs, policies and procedures; Thorough knowledge of other laws and programs which may affect eligibility (i.e. Worker's Compensation, Social Security and Unemployment Insurance); Thorough knowledge of current management principles and practices as they relate to organizational structure; Thorough knowledge of the modern principles and practices of Social Services administration and management; Thorough knowledge of the principles and practices of effective manpower utilization; Ability to establish and maintain effective working relationships with staff, governmental department heads and other interested parties; Ability to manage effectively; Ability to conceive and recommend changes in general policies and procedures looking toward the development and improvement of the programs delivery; Ability to establish and maintain good working relationships with outside agencies and other governmental operations; Ability to supervise subordinates in a manner conducive to full performance and high morale; Ability to represent the agency and to interpret its work to outside groups and organizations; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or University with a Bachelor's degree in Accounting, Business Administration or similarly related field, AND three (3) years of full-time paid experience or its part-time equivalent in supervisory office or program management in a public agency or private business; **OR**

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- (b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience or its part-time equivalent in examining, investigating or evaluating claims for assistance, veteran's, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, three (3) years of which have been in a supervisory capacity; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: If the applicant lacks the required degree, a higher level degree in the same field may be substituted but in no case shall this substitution reduce the related experience requirement.