

SOCIAL WELFARE MANAGER III

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position in the department of social services. Incumbents in this class are responsible for the efficient function of the Public Assistance division of the agency, the largest of the financial service divisions. The work involves setting policy, planning, coordinating and conducting the state mandated charge of the division. The class differs from that of Social Welfare Manager II by virtue of its function as the head of a large financial service division which entails greater scope of work and higher responsibility than the Social Welfare Manager II who functions as the head of a moderately-sized financial service division. Work is performed under the general supervision of the Commissioner and Deputy Commissioner with wide leeway allowed in the determination of subordinate work assignments and organizational structure. Supervision is exercised over the work of division employees.

TYPICAL WORK ACTIVITIES:

1. Participates in the formulation of local policies and procedures relating to the administration of the various financial service programs provided by the agency;
2. Interprets and communicates Federal and State law, code, and policy and programs as they relate to financial service programs;
3. Plans, coordinates, supervises and manages the operation of a large financial service division of the agency;
4. Establishes necessary controls for determining staff performance and makes necessary performance evaluations;
5. Maintains cooperative relations with other divisions of the agency through administrative channels;
6. Maintains contact with community groups and other agencies to facilitate communications and the delivery of financial services;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Federal and State law, code and policies concerning the provision of local Social Welfare Financial programs; thorough knowledge of investigation techniques including interviewing procedures and practices; thorough knowledge of modern principles and practices of supervision and administration; good knowledge of other laws, codes and programs relating to the provision of human services; ability to set organizational procedure and policy; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to read, understand and analyze complex written information; good powers of observation and perception; initiative; tact; patience; good judgment; physical condition commensurate with the demands of the position.

SOCIAL WELFARE MANAGER III (Cont'd)

MINIMUM QUALIFICATIONS:

Open Competitive

- EITHER: (A) Completion of two (2) years (60 credit hours) at a regionally accredited or New York State recognized junior or community college, four-year college, or university and five (5) years of experience in the provision of a financial social welfare program, or investigating, or substantially similar work, two (2) years of which must have been at a supervisory level;
- OR: (B) Graduation from high school or possession of an equivalency diploma and six (6) years of experience as described above;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

Promotion

One year of permanent competitive class status as a Social Welfare Manager II, or two years of permanent competitive class status as a Social Welfare Manager I, Supervisor of Special Investigations, Welfare Management Systems Coordinator, Staff Development Coordinator, or Assistant to the Commissioner of Social Services.

HU5108

ADOPTED: 07/24/84

REVISED: 04/13/88

01/09/90