

ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES

Duties and Responsibilities

This is a management class of positions with several assignment levels. All personnel perform related work. The following are typical assignments within this class of positions.

Under direction, with great latitude for the exercise of independent judgment, is responsible for the direction and administration of a comprehensive program for homeless, indigent and otherwise needy adults who are unable to manage their own funds, in a semi-residential, residential, or non-residential shelter.

Under general direction, is responsible for the design, administration and coordination of comprehensive staff training programs for a large agency involved in human services activities; directs the staff in the application of administrative policies, procedures and regulations for uniformity of interpretation and practice; interprets operating programs, policies, and procedures to community groups and cooperating agencies through correspondence, conferences, lectures, and reports, and acts to coordinate the work of these groups with the Department.

Under general direction, with very great latitude for the exercise of independent judgment, serves as Director of the Bureau of Adult Institutions responsible for the direction, coordination and administration of three or more semi-residential, residential or non-residential shelters for indigent, homeless and otherwise needy adults and the delivery of a comprehensive program of physical and social services.

Under administrative direction, is responsible for the direction and coordination of a major organizational segment or regional office of a child welfare program within a structure for delivery of social services.

THE MANAGERIAL SERVICE [061]**ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES** (continued)**Duties and Responsibilities** (continued)

Under administrative direction, is responsible for the direction, administration and effective functioning of a major organizational segment which provides a specialized program of protective and supportive services to vulnerable client groups such as aged, disabled or handicapped adults, minor and dependent children, multi-problem families, and the unemployed or under-employed; or plans, integrates and coordinates operations auxiliary to such a program, may direct the operation of a public geriatric institution.

Under executive direction, is responsible for the direction, administration and coordination of activity within a large field service center or among a number of field service centers, in accordance with local needs and departmental policy.

Under direction, with great latitude for the exercise of independent judgment, is responsible for the direction, administration, and effective functioning of an organizational segment or regional office in a large social services agency which provides social services to the general population and client groups at risk, and perform one or more of the following managerial assignments.

Examples of Typical Tasks

Allocate staff and resources within budgetary constraints to meet program needs

Supervise staff, which includes assigning duties, evaluating work performance, recommending staff hiring, firing and promotion, approving time and leave, initiating disciplinary proceedings, and conducting and/or arranging for staff training; handle crisis situations.

Formulate, modify, and interpret agency policies, procedures, and programs for staff, public and private agencies and institutions, the community, and clients.

Ensure compliance with Federal, State, and City laws and mandates, in accordance with agency policies and procedures.

ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES (continued)

Examples of Typical Tasks (continued)

Provide consultations, direct services, and approval/disapproval for complex cases.

Interact with community, political and professional groups and leaders.

Provide information and receive feedback about agency programs and services; determine service needs.

Plan and coordinate services; act as advocates for clients, the community, and other groups; develop advisory groups on programs and relevant issues.

Represent the agency in contacts with public and private agencies and institutions.

Address interagency service problems.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, in a large governmental agency, business firm, civic or community organization operating in the area of social services, including one year at the administrative or managerial level; or
2. Education and/or experience equivalent to "1" above. Graduate education or a license may substitute for up to a maximum of three years of experience in the area of social services, but not for the one year of experience at the administrative or managerial level as described in "1" above, as follows:

ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES (continued)

Qualification Requirements (continued)

- (A) A master's degree from an accredited college or university in accounting, business, child welfare, counseling, economics, education, finance, human resources, labor relations, management, management science, nursing, operations research, organizational behavior, personnel or public administration, political science, psychology, sociology, social work, statistics, and/or urban studies may substitute for two years of experience; **and/or**
- (B) Graduate education beyond the baccalaureate degree may be substituted at the rate of 30 semester credits from an accredited college or university in the area(s) listed in "2(A)" above for each year of experience up to a maximum of three years; **or**
- (C) A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work (LMSW) may substitute for three years of experience.

However, all candidates must have a baccalaureate degree from an accredited college and one year of experience at the administrative or management level as described in "1" above.

Direct Lines of Promotion

From: Supervisor III (Welfare) (52313)
Supervisor III (Social Work) (52633)

To: None