

CLASS SPECIFICATION FOR
Assistant Director of Social Services

GENERAL STATEMENT OF DUTIES: Assists the Director of Social Services in planning, organizing, setting objectives and formulating policies for and directing and evaluating the work of the Social Services Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class assists the Director in administering programs of public assistance and services according to federal and State legislation, rules, regulations, and with local directives. The incumbent is responsible for coordinating agency programs with other community resources, keeping lines of communication open among agency staff and between the agency and community organizations, local government and the State Social Services Department. Supervision is exercised over professional staff; general supervision and policy guidance/direction are received from the Director of Social Services. Serves as Acting Director in his/her absence.

EXAMPLES OF WORK (illustrative only):

- Assists in developing policies and plans and organizing and directing agency staff and programs;
- Prepares and/or supervises the preparation of an operating budget and may supervise expenditures;
- Assists in arranging agenda for and attends meetings with the local Social Services board to keep it informed of the agency's needs and resources;
- Determines staff needs and seeks local board approval;
- Interprets programs and policies for staff, community groups and courts;
- Coordinates agency programs with ancillary agencies, such as hospitals, nursing homes, vocational rehabilitation centers, mental health associations, etc.;
- Assists in planning community resources;
- Recommends hiring, transfer, promotion, and termination of personnel within the limits of appropriate statutes, rules and regulations and policies;
- Approves correspondence, maintains records, prepares regular and special reports, and makes speeches to interested groups;
- Reviews and revises programs to meet current trends, changing clientele and changing client needs;
- Collects and compiles data for long-range planning;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of current social, economic, health and governmental conditions and problems; extensive knowledge of human behavior and the ability to work effectively with individuals and groups; good knowledge of the principles and methods of administration, including planning, organizing, leading and personnel and fiscal management; ability to plan, organize and direct the work of others; ability to establish effective working relationships with staff, other agencies and the community; ability to collect and analyze data and use it in short-and long-range planning; ability to communicate effectively both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a master's degree in social work and three (3) years of experience in social work or eligibility work including two (2) years in a supervisory capacity; OR, if the required master's degree is in a related social science field such as sociology, psychology, vocational rehabilitation, or public administration, four (4) years of work experience is required; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.