

## COUNTY SOCIAL SERVICES PROGRAM ADMINISTRATOR I

### DESCRIPTION OF WORK

This is administrative work assisting in directing the smaller or less complex divisions of a large county department of social services.

Employees assist in planning, organizing coordinating, and directing the intake and eligibility services division in one of the largest local departments of social services. Work may involve the application of advanced professional casework knowledges and skills in the supervision, administration, and evaluation of intake services, diagnostic and referral activities, and eligibility services. Work is performed independently under the administrative supervision of a county social services director and is reviewed through regular conferences and periodic reports.

### EXAMPLES OF DUTIES PERFORMED

Assists the director in planning and directing the activities of Can financial eligibility and intake units; consults with the director on planning new activities; keeps hits informed of trends, charges, and problems within the program.

Consults with unit administrators and supervisors in relation to divisional program; coordinates services of various units for the most effective means of serving people in the community.

Acts for the director in matters pertaining to financial services and intake operations in national, regional, and state conferences and meetings.

Establishes and maintains organizational relationships with other agencies and groups for the purpose of developing resources within the county which will provide more efficient services to clients.

Acts as liaison between director and divisional staff in matters pertaining to policies and procedures and general administration of the program.

Participates in staff development training programs.

Consults with the business officer and the director on budget and personnel matters for the division.

Performs related work as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of social work principles, techniques, and practices and their application to casework problems.

Considerable knowledge of the principles, methods, and techniques of public and business administration.

Considerable knowledge of the organization and structure of state and local governmental and volunteer agencies.

Considerable knowledge of social and economic factors and problems existing in the community.

Considerable knowledge of modern office procedures, practices, and equipment.

General knowledge of personnel policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to direct and supervise a staff of employees engaged in a variety of social work activities.

Ability to maintain working relationships with administrative supervisors, associates, and social, medical, legal, civic, and religious organizations.

#### Minimum Education and Experience

Graduation from a four-year college or university and five years of administrative experience in government or business; or nine months of graduate training in a accredited school of social work and four years of supervisory or administrative experience in social work; or an equivalent combination of education and experience.