

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: 06/25/84

FLSA Status: Exempt/Administrative 1/4/2010

DIRECTOR OF ELIGIBILITY

DISTINGUISHING FEATURES OF THE CLASS: Responsible for planning, coordinating and supervising the performance of all agency staff involved in determining financial eligibility for the various programs administered by the Department of Social Services. This is an administrative position involving considerable independent responsibility for the planning, supervision and coordination of determining financial eligibility of applicants and recipients of public assistance, medical assistance and food stamp programs. Work is performed under the general supervision of the Commissioner of Social Services. The Director is responsible for coordinating the functions of examining and financial investigation staff including their training and development through the use of supportive supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates, supervises and manages the activities of the financial eligibility determination section;
2. Assists in the formulation of policies and procedures that relate to financial eligibility of the various programs administered by the agency;
3. Interprets Federal, State and local policies and programs as they relate to financial eligibility;
4. Establishes necessary controls for determining staff performance and evaluates performance of assigned staff;
5. Maintains cooperative relationships with other units and sections of the agency through administrative channels;
6. Recommends staffing and funding requirements in connection with budget planning;
7. Conducts individual and group conferences with subordinate supervisors;
8. Maintains cooperative relationships with community groups and other agencies in regard to financial eligibility;
9. Directs the preparation of reports of financial eligibility activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Federal, State and local Social Services laws and programs; comprehensive knowledge of agency's overall programs, policies and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as, Workmen's Compensation, Social Security, and Unemployment Insurance; comprehensive knowledge of modern principles of supervision and management; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others, and to evaluate their performance; ability to prepare complex reports; ability to make sound judgment; initiative and resourcefulness; emotional maturity; tact; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

1. One (1) year of permanent competitive status as a Chief Social Welfare Examiner with the Niagara Count Department of Social Services immediately preceding the date of the written examination;

OR: 2. Two (2) years of permanent competitive status as a Head Social Welfare Examiner with the Niagara Count Department of Social Services immediately preceding the date of the written examination;

OR: 3. Three (3) years of permanent competitive status as a Principle Social Welfare Examiner with the Niagara Count Department of Social Services immediately preceding the date of the written examination;

CONTINUED

DIRECTOR OF ELIGIBILITY ... CONTD.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma:

AND: 1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree; **AND** five (5) years of progressively responsible full-time administrative or executive experience, including responsibility for directing at least one major function or unit in a large public or private agency, institution, business or industry;

OR: 2. Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree; **AND** seven (7) years of experience as detailed in (1) above.