

## GENESEE COUNTY

### DIRECTOR OF SOCIAL SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position, involving responsibility for the operation of the Social Services Staff of the Department. The Director is responsible for recommending and implementing policies and procedures relating to casework in the Agency, and for the quality and standards of casework service in compliance with Agency policies. It is the Director's responsibility to provide programs pertaining to the prevention, discovery, and amelioration, of conditions conducive to child and adult abuse, as they relate to Social Services jurisdiction. The work is carried out under the administrative direction of the Commissioner, in compliance with established policies and objectives, with considerable latitude for the exercise of independent judgment. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists in the formulation of policies and procedures relating to casework in the Department; Interprets Federal, State, and local directives, and advises the Commissioner; Supervises the casework staff in rendering services to promote the welfare of the client population; Formulates and initiates programs and services to provide child and adult protective services, adhering to officially promulgated codes and regulations; Develops and supervises a preventive services program that is designed for youth at risk of Placement; Effects implementation of procedures directed towards integration of local Agency programs and their coordination with other available public and private resources, to insure maximum effectiveness, relative to costs and delivery of services to clients; Develops and supervises programs which provide preventive instructional services, in areas of parental dysfunction; Assesses Community needs, recommends, develops, and supervises alternative methods of foster care, for children and adults; Plans, organizes and coordinates the various functions of the Social Services Units; Assists the Commissioner in establishing staff development programs for the casework staff; Participates with Commissioner in preparation of the budget; Provides overall leadership to the department during the Commissioner's absence; Assists the Commissioner in the performance of his duties; Assumes responsibility for managing other programs which may be assigned by the Commissioner.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of modern principles and practices relating to casework theory and public assistance administration, and the ability to apply this knowledge in the performance of the stated duties; thorough knowledge of Federal, State,  
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## GENESEE COUNTY

### DIRECTOR OF SOCIAL SERVICES

Page 2

and local public assistance laws and programs; good knowledge of techniques of case recording; good knowledge of child development and family dynamics; good supervisory abilities; ability to prepare accurate records and reports; ability to maintain successful working relationships with administrative personnel in other departments and agencies; good judgment, emotional maturity, initiative and tact.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### MINIMUM QUALIFICATIONS:

#### **EITHER:**

- A. Possession of a Master's degree in Social Work or related field AND four (4) years of full-time, paid experience including three (3) years in a supervisory capacity in social casework with a public or private social services agency adhering to acceptable standards;

#### **OR:**

- B. Possession of a Bachelor's degree in Social Work, Human Services, Sociology, Criminal Justice or related field AND five (5) years of full-time paid experience including three (3) years in a supervisory capacity in social casework with a public or private social services agency adhering to acceptable standards,.

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## **DIRECTOR OF SOCIAL SERVICES**

Page 3

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirements for appointment:** Successful completion of a background investigation will be required prior to appointment.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 2/18/77 Revised 5/17/79, 6/7/95, 9/30/98, 9/24/19, 4/25/24