

DIRECTOR OF CHILDREN AND FAMILY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative position involving responsibility for successful operation of the social services units and performance of the social services staff. Responsibilities include planning, recommendation, and implementation of casework policies and procedures, and ensuring that all policies and procedures are in accordance with New York State Laws, rules and regulations. Work is performed under administrative direction of the Commissioner of Social Services, in accordance with established policies and objectives, with frequent exercise of independent judgment. The Director is responsible for coordination of functions of all casework, technical and related staff assigned to the social services division including their training and development through use of supportive supervisory staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and coordinates the various functions comprising the Social Services Division;  
Interprets Federal, State and local programs and advises the Commissioner of Social Services;  
Works in close coordination and collaboration with the Legal Counsel to the Department;  
Assists in the formulation of casework policies and procedures;  
Supervises the casework staff in administering and rendering services to promote the welfare of the client;  
Plans and supervises staff development programs for the division staff;  
Recommends to the Commissioner staffing and funding requirements in connection with budget planning;  
Prepares, plans and organizes the social services units' budgets;  
Maintains cooperative relationships with other welfare and law enforcement agencies in the community;  
Responsible for the Coordinated Annual Plan for Children's Services;  
Establishes necessary control records for evaluating staff performance;  
Conducts individual and group conferences with managers and supervisors;  
Ensures that all required reports are completed and current;  
Represents the Commissioner of Social Services at conferences, public meetings, etc., as directed;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern principles and practices of social casework and public welfare administration and ability to apply these in performance of duties; thorough knowledge of Federal, State and Local Laws, rules, regulations and social services programs; good knowledge of techniques of case recording; ability to plan, direct and accept responsibility for the work of others; ability to establish and maintain successful relationships with people; working ability to utilize computers; ability to interpret the goals of the agency; good professional judgment; resourcefulness; initiative; tact; sensitivity to the reactions of others.

MINIMUM QUALIFICATIONS:

Bachelor's degree and six (6) years of full-time paid experience with a public or private social agency adhering to acceptable standards, which must have included four (4) years in a supervisory capacity.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-graduate education in the field of criminal justice and/or social work may be substituted for the above required experience on a year-for-year basis, but may not substitute for the required four (4) years of supervisory experience.

SPECIAL REQUIREMENTS:

1. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.
2. Possession of a Notary Public License is required within a reasonable period of time of appointment.