

CLASS TITLE:

**ADMINISTRATOR,
FAMILY AND ADULT SERVICES**

Class Code: 02595500

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, directing, coordinating, and administering a statewide program of social services for families and adults including day care, work incentive, family planning, and homemaker services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Associate Director (Economic and Social Services) with latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance to prescribed agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises, and evaluates the activities of a professional staff engaged in carrying out a program of social welfare services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, directing, coordinating, and administering a statewide program of social services for families and adults including day care, work incentive, family planning and homemaker services.

To assist in the planning, dissemination, and implementation of various state policies and procedures pertaining to social service programming.

To be responsible for coordinating the agency's social service programs with other social welfare services, public and private, in the state.

To be responsible for establishing and maintaining a sound and efficient public information and relations program.

To be responsible for promotion development, establishment, and maintenance of professional case work standards.

When requested, to participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as the enforcement of several provisions of such contracts dealing with grievances, training, discipline, etc. in accordance with the Personnel Rules.

To assist the Associate Director in the preparation of the budget.

To prepare the annual report and special reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social casework principles, practices and techniques and the ability to apply such knowledge in planning, developing, directing, and coordinating a statewide program of social services for families and adults as well as the development, establishment and maintenance of professional case work standards; a thorough knowledge of the basic principles and practices of social administration and the ability to apply such knowledge in the administration of a statewide social service program; a thorough knowledge of federal and state laws as they relate to social services for families and adults; a thorough knowledge of community resources and the ability to apply such knowledge in providing effective and complete social service benefits for families and adults within the community; the ability to assist superiors in the planning, development and implementation of policies and procedures pertaining to social service programming; the ability to

coordinate the agency's social service programs with other social welfare services in the State; the ability to establish and maintain an effective public relations and public information program within the community; the ability to participate in collective bargaining and contract negotiations; the ability to plan, direct, coordinate, supervise and evaluate the work of a professional staff engaged in providing social services to families and adults; the ability to prepare written reports and oral presentations; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, and other public and private agencies within and outside the state; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Social Work from an accredited institution of higher education; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing social services for families and adults.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 3, 1988

Editorial Review: 3/15/03