

**CLASS TITLE: ASSISTANT ADMINISTRATOR,
COMMUNITY AND PLANNING SERVICES**

**Class Code: 02502200
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the administration of planning and policy functions; to be responsible for program planning and policy development; to supervise and coordinate the work of a staff engaged in writing and developing various financial, medical and social service plans and programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports for conformance to prescribed agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, schedules and reviews the work of a staff of professional, technical and clerical workers who are responsible for preparing the State Plans and policy development of various federal/state or state financial, medical and social service programs and for distributing the same to appropriate statewide staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the administration of the planning office which develops State Plans, policies and procedures, monitors and evaluates programs, gathers and interprets statistical reports.

To be responsible for program planning and policy development including the dissemination of approved policy in the form of policy manuals for departmental staff members.

To supervise and coordinate the work of a staff engaged in writing and developing various financial, medical and social service plans and programs.

To review federal and state legislation and program instructions relating to new or revised policies and to direct the necessary changes in existing policies and procedures.

To act as liaison with federal officials in regard to state plan requirements.

To consult with other administrators and the staff responsible for programs in regard to the development of plans, policies and procedures.

To be responsible for development of forms needed by various financial, medical and social service programs.

To supervise the administrative processes necessary before the implementation or revision of program rules and regulations.

To be responsible for the receipt, analysis and distribution of federal directives impacting upon various human service programs.

To insure the efficient and effective functioning of the policy office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the planning, developing and coordinating of human services programs and the ability to apply such knowledge in the administration of planning and policy functions; a thorough knowledge of the principles and practices of social programs administration; the ability to interpret laws and regulations which impact upon department programs and policies; the ability to develop policy and

procedures manuals for the various financial, medical and social service programs; the ability to develop and utilize both manual and computer forms and recordkeeping systems; the ability to supervise professional, technical and clerical staff members engaged in the development of public human services programs; the ability to prepare written reports dealing with various management functions; the ability to establish and maintain effective working relationships with federal and state officials working in the social services area; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree from an accredited institution of higher learning in the field of Social Work, Public Administration, Business Administration or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative position involving the development of programs, policies and procedures for social programs.

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

Class Created: February 19, 1984

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