

## **DIRECTOR OF INCOME MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for planning, organizing, coordinating and directing several programs through subordinate supervisors relating to the determination of financial eligibility for services provided by the Department of Social Services. Such programs include public assistance, medicaid, food stamps, work incentive and work relief. Responsibilities include the formulation of policies and work flow within the guidelines, rules and regulations promulgated by the Federal and State governments. The work is performed with considerable latitude for the exercise of independent initiative and judgement under the administrative direction of the Commissioner of Social Services, who reviews the work through conferences for adherence to established policies and objectives. Supervision is exercised over a large number of Social Welfare Examiners, Senior Social Welfare Examiners, Principal Social Welfare Examiners, Assistant Director of Income Maintenance and clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans, organizes, coordinates and directs the activities of the financial eligibility programs of public assistance, medicaid, and food stamps;  
Establishes procedures and work flow for programs as they relate to financial eligibility;  
Formulates policies and procedures for assigned programs in accordance with Federal and State guidelines, rules and regulations;  
Interprets Federal, State and local laws for application and compliance;  
Determines personnel requirements and training of income maintenance units;  
Reviews income maintenance for compliance and efficiency;  
Reviews activities and decisions of subordinate supervisory staff;  
Supervises the preparation of required reports;  
Maintains liaison with other units within the Department, and with municipal agencies and agencies with the community.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of Federal, State and local social service laws and programs as they affect eligibility for financial assistance; comprehensive knowledge of the Department's overall programs, policies and procedures; comprehensive knowledge of other laws and programs which may affect eligibility such as Worker's Compensation, Social Security and unemployment insurance; comprehensive knowledge of social services administration, including modern principles and practices of social casework and public assistance law, and the ability to apply these in the performance of duties; thorough knowledge of modern principles of supervision; ability to prepare clear and accurate records, reports and correspondence; ability to plan, organize, direct and coordinate the work of subordinate personnel; good judgement; initiative; tact.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree, **AND** six (6) years of full-time experience in social case or income maintenance work with a public or private social agency adhering to acceptable standards; two (2) years of which must have been in a supervisory capacity; **OR**.
- (B) Graduation from a regionally accredited New York State registered college with an Associate's Degree **AND** eight (8) years experience as stated in (A) above; **OR**
- (C) An equivalent combination of training and experience, as define by the limits of (A) and (B) above.

**NOTE:** Satisfactory completion of one (1) year of full-time study in a recognized graduate school of social work is equal to one year of required social case work experience; two (2) years of such training is equal to three (3) years of required social case work experience, excluding the supervisory experience.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.