

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 03/21/12

CHILD ADVOCACY CENTER ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves planning, administering, and supervising the Oneida County Child Advocacy Center. The administrator is responsible for the formation of policies and procedures governing the operation and investigations of the Child Advocacy Center, which is a multi-agency consortium responsible for investigating and prosecuting child sex offenses committed against children in Oneida County. The Administrator functions under the District Attorney and/or First Assistant District Attorney. The District Attorney directs case management, and the Commissioner of Social Services provides program input. The program is reviewed through frequent conferences and reports, coordinating with the District Attorney and Commissioner of Social Services. The Administrator exercises general supervision over the Child Advocacy Center and employees assigned to the Child Advocacy Center from different Community Agencies. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the daily operation and investigations of the Child Advocacy Center;
Supervises and evaluates employees assigned to the unit;
Coordinates with participating agency supervisors' initial or ongoing investigations;
Presides at meetings;
Coordinates the preparation of the annual budgets and reports to the involved agencies and courts;
Supervises and coordinates the maintenance of all records;
Coordinates the development of efficient work schedules, training, and investigations;
Develops policies and procedures for the unit and local investigations;
Inspects staff and operation of the Child Advocacy Center to ensure compliance with prescribed regulations and procedures;
Explores, procures and administrates funding sources through grants and in-kind donations;
Directs or Coordinates investigations of alleged sexual abuse;
Appears and testifies in court when necessary;
Supervises the securing, marking and submitting of evidence to proper scientific laboratories in a prompt fashion, maintains evidence records, security of evidence and its proper disposition;
Meets with Commissioner of Social Services regarding budget and approval of purchases.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the applicable New York State and Federal Laws, rules and regulations including Penal Law, Criminal Procedure Law, and Civil Law; thorough knowledge of investigative methods and practices; good knowledge of current trends in statutes and case law; ability to establish and maintain effective working relationships with the courts and other agencies; ability to coordinate and supervise the work of others in a manner conducive to superior performance and high morale; ability to enforce rules and regulations fairly and firmly; ability to maintain accurate records; ability to act calmly and effectively in emergencies; personnel management and labor relations skills; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduated from a regionally accredited or New York State registered college or university with a Master's Degree in one of the Social Sciences* or Business Administration **AND** one (1) year of administrative experience**; **OR**
- (B) Graduated from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the Social Sciences* or Business Administration **AND** two (2) years of administrative experience**; **OR**
- (C) Graduated from a regionally accredited or New York State registered college or university with an Associate's Degree in one of the Social Sciences* or Business Administration **AND** four (4) years of administrative experience**.

NOTE: Verifiable part-time experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.

*Social Science degree must be in: Sociology, Counseling, Criminal Justice, Human Development, Social Work, or Psychology.

**Administrative experience - responsible direction and control of an identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.

Adopted as "Task Force Administrator": 07/01/99
Title changed to "Child Advocacy Center Administrator": 07/12/99
Revised: 05/03/01, 09/13/02, 04/04/06, 05/17/10,
06/23/10
10/04/10, 03/21/12