

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 08/22/06
Approved by OTDA: 02/11/08

DIRECTOR OF EMPLOYMENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for directing, planning and coordinating a total spectrum of employment services designed to assist recipients of Public Assistance in the Oneida County Department of Social Services to achieve economic independence. Responsibilities include participating in agency policy development, reorganization and efforts to correct operational deficiencies. Supervision is exercised over professional and clerical staff. The work is performed under the general direction of the Commissioner of Social Services. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and prepares the Annual Comprehensive Employment and Training plan for the agency;

Supervises casework staff engaged in providing counseling and additional supportive services designed to increase the employability level of Public Assistance recipients;

Coordinates with community agencies to provide programs geared to increase employability of Public Assistance recipients;

Serves on local community agency advisory boards;

Assesses training needs of staff and arranges for the provision of in-service training programs for staff;

Implements strategies to correct operational deficiencies and/or to improve staff performance;

Prepares, completes and submits reports on social casework activities;

Evaluates performance of assigned staff;

Maintains cooperative relationships with prospective local employers and economic development agencies;

Engaged in writing grant proposals in employment demonstration projects that may involve other community agencies;

Interprets agency programs to the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles, practices and techniques employed in administering employment/social services programs; thorough knowledge of casework and principles of supervision; good knowledge of Federal, State and local social services laws and programs; ability to supervise the work of others; ability to communicate effectively both orally and in writing; resourcefulness.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered college or university with a Masters Degree in social work, **AND** five (5) years of full-time paid social work experience*; three (3) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, **AND** six (6) years of full-time paid social work experience*; three (3) years of which shall have been in a supervisory capacity.

***Social work experience** - is defined to mean experience which shall have involved a one-on-one interaction with a client, in order to actively facilitate the identification of client needs and goals through the interview process, as well as, the development of a service plan (i.e., identification and coordination of services available in the agency or the community to meet these needs and goals).

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. Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

Adopted: 11/07/95
Revised: 09/24/96, 08/22/06