

## ASSISTANT TO THE COMMISSIONER-SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Social Services or designee, incumbents of this class may review, analyze and make recommendations concerning departmental operations, provide continuing evaluation of programs and needs, provide office management services and assume responsibility for written correspondence received and distributed through the Social Services Commissioner level staff. The incumbent is responsible for representing the department in community relations work. Supervision is exercised over clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Commissioner or designee in inter-departmental meetings, conferences and important public relations activities;

Participates in the development and implementation of special projects in administrative and operational units;

Assists in the development, implementation, and on-going administration of Social Services programs, systems or services;

Controls correspondence received by the Commissioner level staff by maintaining a mail log and distributing to appropriate staff, conducting follow-up and preparing responses to correspondence;

Receives complaints and requests directed to the Commissioner level staff, and takes appropriate action to resolve the issues;

At prescribed periods, prepares the department's legislative package for presentation to County Executive and/or County Legislature;

Responsible for organizing and maintaining membership of the Commissioner's Advisory Board and internal committees, and for convening regular meeting;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of policies and programs of the Westchester County Department of Social Services; knowledge of community organizations and resources; ability to meet and work with professional and community groups; good writing skills; ability to communicate effectively with the public; ability to supervise non-professional employees; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; reliability; maturity; good judgment; resourcefulness; tact; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and three years public social service agency experience in a professional or para-professional position in which the primary function was the delivery of programs and/or services, one year of which must have been in a management or administrative capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.