

MANAGEMENT FELLOW – SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, Management Fellows in the Department of Social Services participate in an internship program that provides training to outstanding department staff from a variety of academic, social and cultural backgrounds to prepare them for future departmental leadership roles. Incumbents receive formal education and training, on-the-job work assignments in a variety of program and operational areas and mentoring provided by high level departmental managers. The internship schedule requires 18 months to complete the various program components. In addition, successful completion of the formal education component results in earning a Master's Degree in Public Administration, with tuition and expenses provided by the Department of Social Services. It is anticipated that completion of the Master's Degree will occur after the formal completion of the Management Fellowship. In order to foster creative responses to initiatives assigned an incumbent, considerable leeway is permitted the position regarding methods employed. Upon completion of the internship, an incumbent may return to his/her previous position or to another position in accordance with civil service legal requirements. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in a variety of trainings and seminars designed to provide the incumbent exposure to the Department's organization, policies, procedures, mission and objectives and the interrelationships of the various program areas;

Under the oversight of a departmental mentor, carries out assignments that provide hands-on experience with current departmental programs and operations, troubleshooting problems, implementing solutions, designing new initiatives and performs other management functions often undertaken by social service agency managers;

Prepares and interprets a wide variety of narrative and tabular reports necessary for administrative or program control and evaluation activities;

Collaborates in needs assessment, and the development and planning of training within the area of responsibility;

Studies and stays abreast of changes in Social Service laws, regulations, and policies; developing considerable expertise in the areas of assignment;

Participates in the preparation of the budget for assigned area;

Serves on committees formed to address departmental concerns, sometimes acting as the facilitator;

Participates in formal education leading to a Master's Degree in Public Administration;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the department's organization, policies, procedures, mission and objectives and the interrelationships of the various program areas; good knowledge of the principles of public administration; working knowledge of budget preparation and management; working knowledge of the practices of group facilitation; ability to collect, analyze, organize and present data to further program goals or operational objectives; ability to conduct analyses, identifying critical elements, interrelationships, underlying causes and broader organizational implications, and formulate realistic approaches to problems related to operations and programs; ability to develop and maintain cooperative working relationships with groups and individuals inside and outside the organization; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

RECOMMENDED ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and two years of experience at a public social services agency.

*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.

West. Co.
J. C.: Pending Exempt
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Job Class Code: C3098
Job Group: J.G. XII

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