

PROGRAM ADMINISTRATOR (RESOURCES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner of Finance and Administration, an incumbent of this class administers the resource program of the Department of Social Services which involves planning, assigning, supervising and directing the work of a unit engaged in investigating, evaluating, conserving and liquidating public assistance client owned assets. Incumbents develop and initiate methods and techniques appropriate for recoupment of public funds from client owned assets consistent with applicable provisions of Social Service Law and departmental policies and procedures. Supervision is exercised over support and clerical personnel. Technical advice and assistance is provided to other professional administrative staff of the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises resource staff and advises social workers on use and disposition of property and other resources;

Interprets Local, State and Federal resource policies to staff and community agencies;

Interprets principles of resource conservation and liquidation to casework staff;

Handles problems of assignment of property and other client resources;

Ensures recoveries of assets held by recipients;

Maintains records as required by the resource program;

Arranges for public burials of Westchester County's indigents;

Arranges for the collection of benefits due children in the custody of the Commissioner of Social Services from federal government agencies;

Determines the value of personal property, stocks, bonds, etc. and arranges liquidation;

Takes mortgages, assignments of mortgages, assignments in sale of property owned by recipients;

Arranges adjustment and assignment of life insurance and liquidation at death;

Files liens and assignments in personal injury suits due to accidents and files claims against estates of decedent's for assistance paid.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of financial resource investigation methods, and the evaluation of tangible and intangible assets; thorough knowledge of the rules, regulations and procedures of

EXAMPLES OF WORK: (Cont'd)

the Department of Social Services; good knowledge of financial risks and credit investigation methods; knowledge of available markets and methods for the liquidation of real and personal property; ability to understand and interpret Social Service law, rules, regulations and procedures regarding resource program; ability to communicate effectively both orally and in writing.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* and four years of analytical, technical or investigative experience in real estate, insurance, or banking with an emphasis on financial risks/eligibility, one year of which must have been in a supervisory capacity; or (b) eight years of experience as specified in (a), two years of which must have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b) which must include at least one year of supervisory experience.

SUBSTITUTIONS: Graduate level education may be substituted for the above experience at the rate of 30 credits* per year up to a maximum of two years. There is no substitution for the requirement of one year of supervisory experience.

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