

PROGRAM ADMINISTRATOR (VETERAN'S ASSISTANCE - DSS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position directs, coordinates, and controls the Veteran's Assistance program of the Department of Social Services. This position is responsible for the formulation of policies and procedures for the Veteran's Assistance program and provides consulting services on veteran matters to all staff in the department. In addition, this position directs the Department's efforts in maximizing Veteran's Benefits for Public Assistance and Medicaid applicants. Incumbents may be required to be "on call" during off duty hours to insure the proper operation of the Department. Supervision is exercised over a number of professional and clerical personnel on either an ongoing or project basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and formulates programs related to the Veteran's Assistance program within the Department of Social Services;

Interprets directives, develops procedures, and monitors systems in the program area of Veteran's Assistance in accordance with federal, state and county rules and regulations;

Directs the Department's efforts in maximizing Veteran's Benefits for Public Assistance and Medicaid applicants and recipients in compliance with cost containment requirements;

Acts as the consultant for departmental staff on Veteran's Benefits and related matters;

Consults regularly with Veteran's agencies and Administration Offices in order to keep abreast of veteran's affairs;

Directs the ongoing analysis and assessment of program needs and accomplishments;

Provides statistical and narrative reports as required;

Represents the agency with community groups or individuals to provide information regarding Veteran's Benefits;

Assists in the preparation of the budget;

Plans, coordinates, and evaluates the work of assigned staff;

May be assigned special projects according to the needs of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Department's organization, policies, procedures and objectives as they relate to the Veteran's Assistance program; thorough knowledge of applicable federal and State laws relating to veteran's affairs and benefits; knowledge of resources available to veterans and their families; ability to identify program problems and critical factors and to develop realistic solutions; ability to develop necessary guidelines to effectively integrate program changes with ongoing operations; ability to work effectively with others; ability to prepare clear and concise reports; ability to plan, coordinate and evaluate the work of assigned staff; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree and six years experience in one or more of the following areas: (a) as a duly constituted Service Officer in an active post, camp or garrison of a Veterans Organization; or (b) as a Veterans Counselor or Veteran Service Officer of Federal, State or Local government; or (c) as a social worker in a Veteran's Assistance or social service agency; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

SPECIAL REQUIREMENT: Candidates are required to be a veteran.

*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.