

MANAGER ECONOMIC ASSISTANCE AND WORK SERVICES

DEFINITION

Under general direction of the Human Services Director, will manage the following economic assistance and employment programs: general assistance, income transfer, food stamps, child income security and employment/training. Performs related duties as required.

EXAMPLES OF DUTIES

Monitors and evaluates program operations; supervises division unit heads including recommending hiring, discipline, work assignments, performance evaluations, investigation and adjustment of grievances, training and development; plans and implements operational changes; evaluates actual program output in relation to expected output in order to determine whether objectives have been met; reviews data on division economic assistance and employment/training program needs in relation to funds available in order to determine priorities for allocation on funds; develops and monitors the division budget and annual plan; revises division procedures in order to bring practice into compliance with federal or state regulations and standards; assess employee development needs and provides for meeting those needs through the Associate Director of Planning and Quality Assurance; represents the director to the public on matters relating to division programs; assists in developing county policies for general assistance, assists in the development and implementation of new programs; serves as division liaison to state and federal officials concerning economic assistance and supported work/training program administration; makes recommendations regarding legislation relative to the programs.

EMPLOYMENT STANDARDS

Education and Experience: Either 1) a master's degree in a human services field and four years of related work experience including significant management responsibility; or 2) a bachelor's degree in a human services field and six years of the experience specified above.

Knowledges and Abilities: Knowledge of modern management principles and techniques in the areas of personnel management, fiscal analysis and management, budgeting, and management information; knowledge of program planning and evaluation; knowledge of the special needs and problems of clients served by the division; ability to develop and implement program cost and effectiveness criteria; ability to write and speak effectively to a variety of issues; ability to manage staff effectively and develop effective working relationships with state and county officials, and service providers.