

DIVISION ADMINISTRATOR
ECONOMIC SUPPORT
HEALTH AND HUMAN SERVICES

POSITION DESCRIPTION

I. Position Summary.

This position is an administrative position within the Department of Health and Human Services and is responsible for planning, developing, coordinating and administering economic assistance programs in Columbia County and the Capital Consortium in accordance with federal and state laws and the performance of Economic Support staff. This work is performed under the general supervision of the Health and Human Service Director.

II. Essential Duties and Responsibilities.

1. Interview, orient, train, and support staff
2. Monitor, evaluate, promote and discipline staff
3. CARES and Policy coordinator
4. Plan and coordinate new and existing program implementation
5. Interpret program eligibility standards according to state and federal guidelines
6. Monitor state reports for accuracy and completeness
7. Maintain staff training logs and other required reporting
8. Assign workload processing based on county and consortia need
9. Complete quarterly scorecards to evaluate staff performance
10. Oversee county role in the Capital Consortium
11. Monitor coverage of the consortium's call center and workload
12. Develop and monitor the Economic support budget
13. Assist in developing contracts with outside agencies
14. Monitor contracted services
15. Collaborate with consortia partners on planning, and implementing policies and procedures
16. Conduct regularly scheduled team meetings
17. Attend State training and conduct Division training

III. Education and Experience Required.

1. Educational requirements:
 - Bachelors Degree preferred
 - High School diploma
 - GED or equivalent
2. Eight (8) years experience with Economic Support programs, including two (2) years as a Economic Support Specialist
3. Post High School education may be substituted for up to three (3) years of experience on the basis of one (1) year of education to one (1) year of experience

IV. Knowledge and Skills Required.

1. Experience/training in supervision and management

2. Computer experience required
3. Knowledge of community resources
4. Working knowledge of inter professional relationships in the implementation of programs.
5. Ability to make meaningful observations, and develop reports in oral or written format.
6. Ability to exercise leadership and to appreciate and respect the skill and abilities of others.
7. Considerable knowledge of and the ability to interpret, all programs and legislative actions regarding the unit
8. Knowledge and skill of supervisory and administrative processes
9. Ability to plan, organize and coordinate complex services
10. Excellent computer skills related to electronic record keeping, email and internet.
11. Knowledge of available state and local resources.
12. Ability to communicate effectively with staff, clients, and the public both orally and in writing.
13. Ability to interpret and apply administrative rules, regulations and State directives relating to services.
14. Ability to take initiative, work independently and seek out supervision as needed.
15. Ability to exercise leadership, motivate, and supervise other employees and maintain constructive working relationships with professional and non-professional personnel.
16. Skills in interpersonal relationships with peers, staff, clients, and other governmental employees.
17. Knowledge and ability to prepare and interpret both fiscal and statistical reports.
18. Ability to utilize a strengths based, team oriented approach to problem solving and management.
19. Knowledge of computer terminology and CARES System

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.