

ASSISTANT COORDINATOR, WELFARE MANAGEMENT SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative and technical work involving responsibility for assisting the Welfare Management Systems Coordinator in the oversight and implementation of a variety of computer-related functions for the Welfare Management System (WMS) of automation of program data in the Department of Social Services, as well as for the management of all data processing needs, and the supervision of several program areas. The work is performed under the direction of the WMS Coordinator, and in accordance with applicable New York State laws, rules and regulations. Supervision is provided to staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Coordinator by overseeing the implementation and coordination of the Welfare Management Systems of automation among local users and New York State systems;
Assists the Coordinator in the performance and operation of the State LAN, including hardware and software needs, budgeting and purchasing, installation, inventory repairs, usage, training and troubleshooting;
Analyzes new processes and modifies existing processes, as needed;
Meets with staff to determine computer-related issues;
Conducts training of local staff;
Evaluates impact of new programs and makes adjustments, as necessary;
Acts as liaison with State to assure compliance with State and federal requirements;
Oversees computer-related security functions as required by New York State;
Prepares State-mandated reports as required;
Supervises the activities of staff engaged in the WMS function.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of public welfare administration and the application of same; good knowledge of Federal, State and local public welfare laws and programs; good knowledge of systems analysis, data analysis, and management information services; good knowledge of the techniques of case recording; ability to supervise the work of others; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Master's degree in Social Work, Public Administration, Systems Analysis, Computer Science, or comparable curriculum and three (3) years of post-degree work experience in a social services agency, at least one (1) year of which must have included or been supplemented by (i.e. in any public agency or private sector employment), systems analysis and/or supervision, administration or management of a comprehensive management information system as a major portion of the work or
2. A Bachelor's degree in Social work, Public Administration, Systems Analysis, Computer Science or comparable curriculum and four (4) years of post-degree work experience in a social services agency, at least two (2) years of which must have included or been supplemented by (i.e. in any public agency or private sector employment) systems analysis and/or supervision, administration or management of a comprehensive management information system as a major portion of the work.

NOTE: Two (2) additional years of the above-described specialized experience may be substituted for the specialized Bachelor's degree.

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Competitive