

CONFIDENTIAL ASSISTANT TO THE COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional and administrative work involving responsibility for providing confidential support to the Commissioner of Social Services and for coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the Commissioner of Social Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides recommendations to the Commissioner of Social Services regarding policies, procedures, and general administrative issues pertaining to the coordination and implementation of assistance and service-delivery programs in accordance with New York State and federal laws and regulations and policies;

Assists the Commissioner of Social Services with confidential matters such as complaints, investigations, etc., by researching/gathering information, preparing reports and receiving and distributing documentation, as assigned;

Develops and implements special projects, as assigned by the Commissioner of Social Services, by gathering and exchanging information with others, reviewing services and processes, coordinating staff, scheduling meetings, preparing presentations, etc.;

Acts as a liaison to elected officials, union representatives, the public and staff on behalf of the Commissioner, as assigned;

Explains special projects and administrative matters to management staff, as assigned;

Gathers information and performs research (e.g., internet, contacts other counties, etc.) on a variety of matters including, but not limited to policies and programs administered by the department;

Participates in the Commissioner's Advisory Council, by coordinating meetings, gathering and providing information, and reviewing and evaluating Council recommendations by identifying benefits and potential problems (i.e., changes in procedures, etc.);

Receives, reviews, and replies to a variety of non-routine and confidential correspondence as directed by the Commissioner of Social Services;

Prepares a variety of reports, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs and services of the Department of Social Services*; good knowledge of New York State and federal laws and regulations and local policies and procedures regarding the programs and services of the Department of Social Services*; good knowledge of office terminology, procedures and equipment; good knowledge of the principles of office management; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to understand written material, especially as it pertains to departmental policies and regulations; ability to prepare reports and other materials from general instructions.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Business Administration, Public Administration, Accounting, Finance or comparable curriculum, and four (4) years of responsible work experience (i.e., professional, paraprofessional or technical) which substantially involved coordinating phases or projects or programs or non-routine office duties, at least two (2) years of which must have substantially involved minor administrative responsibilities**.

*To be demonstrated during the probationary period.

**Minor administrative duties shall be defined as office management, participation in budget preparation, planning day-to-day procedures for a specific work activity, developing goals or objectives for a small-scale project, under the supervision of an administrator, etc.