

ASSISTANT DIRECTOR OF DIVISION (CHILD SUPPORT ENFORCEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Social Services, the incumbent of this position is responsible for developing and directing the Departmental Child Support program and managing operation to meet the Welfare Reform expanded cooperation standard requiring Child Support activities in all public assistance eligibility sites and in the various Child Assistance Program (CAP) offices. The incumbent is also responsible for developing and implementing the Child Support component of the Welfare-to-Work Program for non-custodial parents. Extensive contact with family Court judges, executive level staff and various Federal, State, and local departments is required, and the incumbent must make frequent policy and operational decisions in conjunction with the Child Support transition functions as well as in directing the ongoing operations of the Office of Child Support Enforcement. Considerable latitude is given for the exercise of independent judgement as the incumbent supervises and monitors all legal and fiscal activities and procedures relating to private and public assistance Child Support collection and enforcement. This class, as a member of Executive Staff, participates with the Commissioner and Deputy Commissioner in the overall management of the Department. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and directs the expansion and transition of the Department's Child Support program and operations to meet Welfare Reform Standards;

Directs and coordinates intergovernmental and interagency planning, including Family court involvement, for the Child Support component of Welfare-to-Work;

Defines and develops training needs required for the implementation of expanded Child Support Enforcement and collection activities;

Acts as Commissioner's designee in signing administrative subpoenas;

Develops and directs management goals and objectives for the office of Child Support Enforcement, in accordance with the legal requirements of Federal, State, and County governments; directs efforts towards achieving those goals and objectives;

Represents the Department with community groups, public and elected officials, the Family Courts; and various Federal, State and local agencies, such as the Department of Taxation and Finance, the Department of Motor Vehicles, the Internal Revenue Service, etc. regarding Child Support Collection and Enforcement, and related matters;

Directs and controls all aspects of Child Support fiscal operations, including collection, disbursement, auditing, adjustments, reconciliation and reporting;

Performs administrative and managerial duties as requested.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the goals and objectives of the department, national, state and local trends pertaining to Child Support enforcement and Collection and Welfare Reform programs and legislation; thorough knowledge of the principles and practices of administrative supervision and decision making; good knowledge of Family Court Act, Domestic relations Laws, Civil Practice Laws and Rules, and Social Service Law, Codes Rules and Regulations; Comprehensive knowledge of automated financial management and Child Support systems; thorough knowledge of the principles and practices of administrative supervision and decision making; ability to develop and maintain community relations; ability to think analytically; ability to communicate effectively both orally and in writing; ability to work effectively with related agencies, officials and personnel; ability to plan, coordinate and evaluate the work of assigned personnel; leadership; tact; sound judgement; integrity; initiative; resourcefulness; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelors Degree* and eight years experience with executive, managerial and/or administrative responsibilities, four of which must have been in a governmental or social services agency including two years experience as the lead manager of a large Social Services program or administrative office.

SUBSTITUTION: A Master's Degree* may be substituted for the above experience at the rate of 30 credits hours per year. There is no substitution for the four years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.