

DIRECTOR OF FISCAL OPERATIONS AND CHILD SUPPORT (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves responsibility for the supervision and coordination of the fiscal and operating affairs of the Department of Social Services, supervision over all Information Systems within the department, and management oversight of the Child Support Collection and Enforcement unit. The incumbent in this position analyzes and monitors program funds, claims and expenditures; recommends policies and procedures in the administrative services area of Social Services; exercises direct supervision over the activities of the Child Support and Enforcement unit; and may have agency-wide responsibility to assisting in the implementation of the mission of the Department through participation in related planning, development and attainment of departmental objectives. The work is performed under the direction of the Commissioner of Social Services in accordance with established policies and objectives, permitting the frequent exercise of independent judgment and initiative. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Oversees and manages subordinate staff engaged in a variety of financial, administrative and child support functions, including performance appraisals;
Plans, directs, and coordinates various functions such as accounting, payroll and purchasing for the department, after verifying that funds are available from appropriate accounts;
Oversees claiming process within the accounting division to maximize federal, state and grant reimbursements;
Prepares and analyzes a variety of periodic fiscal, statistical and narrative records and reports for agency use or submission to federal and state agencies;
Makes necessary contacts with various federal, state and local representatives regarding program funding and fiscal affairs;
Assists in the preparation of the Department's overall budget;
Assists the Commissioner in administering the budget by overseeing accounting and financial transactions to ensure compliance with federal and state fiscal regulations;
Prepares financial reports required by state laws and local rules detailing claims and expenditures;
Assists in the formulation of policies and procedures for the non-programmatic administration of the department;
Advises and consults with department head and other staff on current fiscal and reporting requirements and control of expenditures;
Supervises the work of the Child Support Enforcement unit, establishing procedures and guidelines in which the staff operates, providing direction to the unit supervisor and monitoring work product/process;
Interprets federal, state and local policies and regulations and programs relating to Child Support Collection and enforcement to advise staff and ensure the effective implementation of state and federal mandates;

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TYPICAL WORK ACTIVITIES, Cont'd:

Interprets state OCFS and OTDA bulletins, directives and procedural material within area of responsibility and develops administrative procedures to implement them;
May audit program agent and sub-contract accounts to insure proper expenditure control of program funds;
Maintains contacts with all departmental units, other county departments and community groups;
Coordinates the department's various computer systems including welfare management system and office automation programs;
Oversees equipment purchase, maintenance and repair;
Coordinates the department's records management program including storage, inventory purging, microfilming and recycling;
Maintains responsibility for insuring that departmental financial functions are performed efficiently using updated information management technology;
Schedules and assigns personnel to achieve maximum staff utilization;
Uses personal computer to make financial inquiries, maintain records and make financial analyses;
Does training and other related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of current principles and practices of business administration, accounting and budgeting pertaining to Social Services; good knowledge of the policies, laws and regulations affecting Social Services and Child Support activities; overall knowledge of the principles and practices of public administration, particularly those related to the planning, coordinating and directing of a social services program with diverse functions and various management information systems; ability to understand and carry out complex written and verbal instructions; ability to plan, evaluate and direct the work of others; ability to train and supervise employees in office methods and procedures; ability to establish and maintain cooperative relations with the public and other agencies; ability to prepare various statistical and narrative reports for Social Services; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a computer terminal and calculator; good judgment, resourcefulness and tact; and ability to express ideas clearly and concisely, orally and in writing; proficiency in Excel.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

Possession of a Master's degree in Business Administration, Accounting or related field AND four (4) years of full-time, paid experience including three (3) years in a supervisory capacity preferably in a public or a private agency, with demonstrated fiscal oversight responsibilities and experience in informational systems adhering to acceptable standards;

OR:

Possession of a Bachelor's degree in Business Administration, Accounting or related field AND five (5) years of full-time, paid experience including three (3) years in a supervisory capacity preferably in a public or a private agency, with demonstrated fiscal oversight responsibilities and experience in informational systems adhering to acceptable standards;

Special Requirements for appointment: Successful completion of a background investigation will be required prior to appointment.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 11/14/25