



Our Future Starts
With *you!*

POSITION: Social Services Project Coordinator

DEPARTMENT: Social Services

SALARY: \$84,689

WORK LOCATION: 162 Washington Ave, Albany, NY 12210

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

The incumbent in this class will conduct special projects assigned by the Department Head in an effort to achieve more efficient and effective programs in accordance with federal and state social service guidelines. This position will be responsible for analyzing and evaluating DSS programs such as Temporary Assistance, SNAP, HEAP, Adult Protective, Child Support, Fair Hearings, etc. to document current workflow processes, revise and/or develop new workflow processes, assist in the identification and development of short and long-term plans for program efficiencies, training of staff, conduct ongoing monitoring of processes to ensure compliance with appropriate laws, rules and regulations. The work is performed under the supervision of the Deputy Commissioner of Social Services, with leeway provided for the exercise of independent judgement in administrative reviews, evaluations, and analysis. Supervision may be exercised over staff in the area of the project. This position is assigned to the Commissioner's Office. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's degree and two (2) years of experience, involving the examining, and analyzing of programs in a large public or private agency, one (1) of which is in a supervisory capacity; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's degree and three (3) years of experience, involving the examining, and analyzing of programs in a large public or private agency, one (1) of which is in a supervisory capacity; *OR*,
- C. Graduation from an accredited college or university with an Associate's degree and four (4) years of experience, involving the examining, and analyzing of programs in a large public or private agency, one (1) of which is in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid NYS driver's license is required at the time of appointment and throughout employment.

POINT OF CONTACT FOR INQUIRIES:

Elizabeth Lyons, DSS Personnel Administrator

Elizabeth.lyons@albanycountyny.gov

With this application please upload: a Resume, Transcript, Licenses, and Three References.

