

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
PROGRAM OPERATIONS  
(DHS)**

**Class Code: 02571700**

**Pay Grade: 43A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, implementation, direction and evaluation of field operations including cash assistance, medical assistance and other related support services for the needy residents of the state of Rhode Island; and to do related work.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences for compliance with policy, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, directs and evaluates the effectiveness of various programs; confers with and advises administrators on problems affecting the various programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct and evaluate the operations and programs of the state concerning social and economic assistance such as:

The social and economic services to families through the Family Independence Program, General Public Assistance and Supplemental Security Income. Services include but are not limited to: casework, community organization, information and referral services, social services to adults and children in need, child care, education and training to assist recipients in attaining independence and self sufficiency; the statewide Domestic Violence Program; and the activities necessary in operating and directing programs designed to provide economic support to the low income residents of the state including both federally mandated programs and those which the state may determine to be essential. Programs include the Family Independence Program, General Public Assistance, Medical Assistance including Community and Long Term Care, Food Stamps and Child Care.

To assist the Director in the formulation of department policy and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To Coordinate program planning and development with other state agencies and with private organizations.

To make recommendations to the Director on program planning and implementation on budget requirements and on staffing needs.

To assist the Director in the negotiation of labor contracts with the several bargaining units.

To work with civic and religious organizations providing social, economic and rehabilitative services to the community.

To review existing laws, proposed legislation, rules and regulations and make recommendations to the Director.

To work closely with local communities through the local Public Welfare Directors regarding aspects of the General Public Assistance Program.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of administrative planning, direction and evaluation as they apply to adult, elderly and family services; a thorough knowledge of state and federal laws pertaining to social, economic, rehabilitative and medical service programs; the ability to administratively direct the operations of such programs; the ability to evaluate the effectiveness of programs in attaining their objectives and to recommend changes to make them more effective; the ability to motivate the staff to cooperative attainment of the departmental goals; the ability to maintain an effective working relationship with subordinates, associates and superiors and with other public and private agencies; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a master's degree in social work or public administration from a recognized institution of higher learning; and

Experience: Such as may have been gained through: considerable employment in an administrative and/or responsible supervisory position in a public or private social agency;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

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