

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV78782
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	8832		

Job Code Established:	11/10/69	Effective Date:	
Job Code Revised:	06/18/02	Effective Date:	

JOB CODE SERIES: Social Work Series

JOB CODE TITLE: SOCIAL SERVICE ADMINISTRATOR III

HRIS TITLE: SOCIAL SVC ADMR III

CHARACTERISTICS OF THE CLASS: Under administrative direction, is responsible for planning, organizing, and directing the activities of a major section of a statewide program of Social Welfare Services; Or for directing a program of social services in a mental health setting; and performs related work as required. This classification is distinguished from the Social Service Administrator II by its responsibility in a social welfare setting for complete program development activities or a variety of high level administrative and programmatic functions, or by its responsibilities for a total program of Social Services for the mentally ill.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Plans, organizes, and directs the development, implementation and evaluation of statewide programs of family and children's and technical advice in management and administration of programs; develops policies and procedures manuals for use by field personnel; ensures that service delivery practices are in compliance with regulations; directs a program of social services to mentally ill persons and their families through institutional and community programs; directs administration of service providers and the investigation expenditures; participates in planning of total statewide program; participates in in-service training; reviews and evaluates work of subordinate staff; attends conferences; writes and reviews reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles, practices, and professional standards in the field of social work; community organizations, family social services, social service planning, consultation, staff development and the relationships of social services to other elements in a State program; State and Federal laws and regulations governing social service programs; the principles and practices of contract administration.

Skill/Ability to: direct a program with high level administrative as well as programmatic elements.