



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4045

Phone: (701) 328-3290

DIRECTOR OF ECONOMIC ASSISTANCE-DHS

GRADE Q

SCOPE OF WORK:

Manages the Office of Economic Assistance within the Department of Human Services. Provides supervision and overall direction for the Economic and Medical Assistance Program policy which includes Temporary Assistance for Needy Families (TANF), Food Stamps, Energy Assistance (LIHEAP), Medicaid, Basic Care, Child Care Assistance, JOBS, Refugee Assistance, and other adjunct program services. Serves as senior Economic Assistance advisor to the Executive Office. Individual is supervised and directly responsible to the Executive Director.

DUTIES PERFORMED:

- Initiate, plan, coordinate, and direct the implementation of new or revised program policies and procedures for Economic Assistance and Medicaid programs.
- Monitor program operations for compliance with applicable state and federal laws, rules, policies and procedures, and legal requirements.
- Monitor all programs through reviews with staff to assess quantity and quality of services provided.
- Develop, implement, and evaluate the accomplishment of overall goals and objectives of the Office of Economic Assistance (OEA).
- Provide overall administrative direction and support to the OEA.
- Facilitate preparation of the biennial budget; monitor and review revenue and expenditures.
- Integrate and coordinate services with county social service boards.
- Represent the OEA and DHS at hearings or public meetings.
- Develop, present, or delegate legislative materials.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, social work, psychology, or other closely related human service discipline and seven years of management experience in Economic Assistance Programs or Social Service Programs including significant responsibility in managing fiscal resources, supervision of staff, technical writing, and public speaking. A master's degree in one of the above fields or a Juris Doctorate degree may substitute for up to two years of the required experience.

Eff. Date: 4/99

Rev: 7/12 - Conversion to Hay System