

ASSISTANT SUPERINTENDENT OF WELFARE SHELTERS

General Statement of Duties and Responsibilities

Under general supervision, supervises the physical operations of a shelter facility during an assigned shift; performs related work.

Examples of Typical Tasks

Supervises the physical operations of a shelter facility during an assigned shift, in accordance with departmental policy and procedure.

Oversees physical plant operations, housekeeping, etc.

Trains and supervises subordinate personnel.

Plans and schedules work.

Makes regular inspections to insure adequate standards of shelter care.

Reports maintenance irregularities; recommends necessary repair and maintenance work.

Recommends improvements in procedure and operations of the physical plant.

Maintains inventory of supplies.

Maintains records; prepares reports.

ASSISTANT SUPERINTENDENT OF WELFARE SHELTERS (continued)

Qualification Requirements

1. A four high school diploma or its educational equivalent and five years of full-time experience in any of the following:
 - (a) Management of a hotel, summer resort, large lodging house, rooming house, home for the aged, nursing home, or an institution providing congregate care; or
 - (b) As a commissioned or non-commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems; or
 - (c) Supervision of an organizational segment of at least five individuals engaged in providing social services to a disadvantaged client population; or
2. Education and/or experience equivalent to "1" above. A baccalaureate degree from an accredited college may be accepted as the equivalent of two years of experience. A master's degree in social work may be accepted as the equivalent of one additional year of experience. Casework experience in a welfare shelter or comparable institution may be substituted on a year-for-year basis up to a maximum of four years. However, all candidates must have a four year high school diploma or its educational equivalent, and at least one year of supervisory experience in one of more of the areas listed in "1" above.

Direct Lines of Promotion

From: None

To: Superintendent of Adult
Institutions (52279)