

Sullivan County Department of Family Services is seeking to fill the following position:

CONTRACT MONITOR

This is a professional position in the Division of Health and Family Services with multi-faceted responsibilities in the area of contracted services, including monitoring and evaluation. Incumbent compiles and analyzes information to be used in the monitoring and evaluation of programs. The incumbent works closely with divisional and individual department administrators and program staff to assure contract compliance and program efficacy. This position differs from that of Contract Compliance Coordinator in the level of responsibility; this position does not develop contracts but is responsible for monitoring. Work is performed under direct supervision of the Department Head or his/her designee, with leeway allowed for independent judgment in the details of the work.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree or higher and one (1) year of experience administering human services programs or contracts monitoring and evaluation; or
- (B) Possession of an Associates' degree and three (3) years of experience administering human services programs or contracts monitoring and evaluation; or
- (C) Five years of experience as described in (A) above;
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

Special Note: College courses in Human Services, Business Administration or a similar field, can be substituted for experience on a year for year basis.

Position is a competitive class position which is subject to civil service examination.

Salary: New Hire Entry: \$32,656.00; Full \$34,375.00

County Employee after 2 years: Entry \$36,284.00; Full \$38,194.00

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, NY 12701; or

Apply online: www.sullivanny.us

EEO/AA EMPLOYER

M/F/D/V