

The **Sullivan County Department of Social Services** is seeking to fill the following position:

### **CONTRACT MONITOR**

This is a professional position in the Division of Health and Human 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 Associate's 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; or
- (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.*

**SALARY: \$37,075.00**

**Apply online at: <https://sullivan-portal.mycivilservice.com/jobopps>**

This is a competitive class position subject to Civil Service Examination.

**EEO/AA Employer**

**M/F/D/V**