

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing professional and technical duties in support of the County Department of Community Services. Duties will include the compiling and analysis of data, the research into existing rules, regulations, and laws governing current Health and Human Service Plans, and coordinating the planning process. Additionally, the incumbent will perform technical duties in connection with identifying, applying for, and administering state and federal grants for the Division. Work is performed under supervision of the Director of Community Services with wide leeway for independently performing most of the duties of the position. The position will involve considerable interaction with division staff, consumers, service providers, and public officials to ensure consolidation and coordination efforts are achieved.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the development of an Integrated County Plan, which is a long range plan of integrating and consolidating the planning and delivery of services to all youth and families, in cooperation with the other human service agencies;

Assists in developing and preparing all human services plans and programs of implementation as required by local, state and/or federal legislation;

Researches appropriate materials and literature related to federal and state aid programs;

Prepares grant applications and proposals for private, state and federal financial assistance on behalf of the County;

Collects, analyzes statistical and other data to determine viability of projects for grant funding,

coalitions, workgroups and works to improve data;

Coordinates the activities of various local governmental organizations relating to their common

interests in applying for grants;

Interfaces with state officials both verbally and in writing, provides them with reports, and

coordinates activities with specific state agencies;

Prepares and conducts oral and written presentations to inform legislative bodies, governing

boards, agency heads, and the general public concerning the Integrated County Plan;

Acts as liaison to other human services agencies involved in some aspect of the delivery of

services;

Coordinates Interagency activities with services offered by other agencies;

On assignment by Commissioner may act as liaison and assures compliance with state agencies

reporting requirements;

Develop data bases and spreadsheets to produce financial and programmatic statistical reports for

data points, functioning, viability of data dashboard and design of various initiative;

Travel to conferences, state and regional meetings, community group presentations; and

Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** A through knowledge of, and sensitivity to, the characteristics, problems,

needs and interests of the youth and communities of this County; good working knowledge of the

community resources available in the County; good working knowledge of the

County's Health and Human Service departments; good knowledge of the principles and practices involved in planning, evaluating and researching information and ability to read, understand and apply program regulatory materials; ability to establish and maintain effective working relationships with public and private officials and agencies; ability to express oneself clearly, both orally and in writing; ability to prepare a variety of technical and objective materials; ability to work both cooperatively in a team environment as well as work independently; and possess computer skills in both data base spreadsheet developments to prepare reports and technical documents.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's Degree from a regionally accredited college or university, or one accredited by the New York State Board of Regents, to grant degrees in planning, economics, social sciences, or a related field, and two years' experience in planning, human services, public administration or a related field, at least one (1) year of which must have been in a supervisory capacity or program development and monitoring; or
- (B) Possession of an Associate's Degree from a regionally accredited college or university, or one accredited by the New York State Board of Regents, to grant degrees in planning, economics, social sciences, or a related field, and four years' experience in either planning, human services, or public administration, at least one (1) year of which must have been in a supervisory capacity or program development or monitoring; or
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 8/30/2022  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 1/15/2025 (Edu)