

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANNING COORDINATOR **GRADE:** 15

TITLE ABBREVIATION: PLANNING COORD **TITLE NO.:** 6513

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: SOCIAL SERVICES **DIVISION:** ADMINISTRATION

SUPERVISOR'S TITLE: ADMINISTRATIVE OFFICER, DSS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the design, collection and evaluation of information relevant for planning and implementation of existing and proposed programs to ensure the efficient provision of human services within the Department of Social Services. The essential nature of the work is such that the incumbent is responsible for the collection and analysis of program data and the preparation, implementation, and monitoring of departmental service provision initiatives, including the Title XX Consolidated Services Plan, to ensure compliance with state and federal mandates. Work is performed in accordance with established policies and procedures, under the general direction of the Administrative Officer, DSS with wide latitude allowed for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs and conducts program evaluations of existing or proposed programs based upon specific methods of program evaluation and cost analysis;

Designs and produces special presentations, program brochures and informational handouts for state and county government as well as other public and private agencies;

Monitors and conducts evaluations of the human services delivery system through collection and interpretation of relevant data;

Uses federal, state and local information portals to gather and analyze data relevant to programs and services offered or contracted;

Develops and evaluates grant proposals and program descriptions relating to the delivery of human services;

Serves as information and referral source for both in-house and external inquiries regarding various services provided through the department or community;

Develops and presents reports, both written and oral, which may include charts, tables and graphs;

Coordinates development of the department's Annual Management Plan and provides monthly updates to Commissioner;

Makes recommendations based on evaluation conclusions to propose change or in support of current practices;

Serves as program monitor for programs and/or projects assigned by immediate supervisor;

Represents the Department of Social Services at meetings, conferences, councils, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of federal, state and local Social Service laws and programs relevant to the delivery of human services; good knowledge of structural arrangements and procedures within the department; good knowledge of human service providers; good knowledge of social problems and their effects upon individuals and groups; good knowledge of techniques and methods used in program research and analysis; ability to use spreadsheet software; ability to gather and organize pertinent data; ability to identify, recognize and develop solutions to program problems; ability to establish and maintain effective relationships with representatives of community agencies; ability to express ideas clearly and accurately both orally and in writing; ability to interpret the goals of the agency; initiative; resourcefulness; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's Degree and two (2) years of full-time paid experience in working with human or social services governmental programs.

NOTES:

- A Master's Degree or completion of 30 graduate semester credit hours in Public Administration, Statistics, or a closely related field may be substituted for one (1) year of work experience as defined above.
- 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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.