

COORDINATOR, PLANNING (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily planning work of a complex nature which involves a responsibility for contract administration and for developing, planning and implementing a variety of social services programs and directives in order to comply with current regulations and ensure optimum utilization of available funds and to maximize reimbursement. The work is performed under the general supervision of the Assistant Director of Legal Services. Supervision is exercised over a small number of support personnel including Planning and Evaluation Specialists. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and participates in the preparation of detailed and comprehensive programs, plans, proposals and grant applications for the delivery of social services involving needs assessment and the review and analysis of fiscal and statistical data;
- Oversees and participates in the preparation, implementation and administration of contracts, including monitoring and facilitating the review and/or approval of other departments, the Rockland County Legislature, and the County Executive;
- Develops projections, establishes priorities and goals, plans activities and evaluates proposed contract budgets for the optimum use of available funds;
- Evaluates and monitors the agency's programs and contracts with other agencies and reviews and approves records to ensure and document compliance;
- Acts as liaison between the Department of Social Services and community organizations regarding the interpretation, presentation and dissemination of contract information regarding policies, plans and procedures;
- Schedules and plans public meetings and hearings, prepares or reviews notices regarding such meetings and hearings, and distributes publications and client and provider information (e.g., brochures);
- Provides guidance and makes recommendations regarding policies, procedures, and administrative decisions to improve the department's performance regarding objectives, goals, and mandates, and to ensure compliance with New York State, federal and local guidelines, laws and regulations;
- Monitors and evaluates trends and changes in legislation regarding social services programs in order to assess existing programs and services, develop new initiatives, identify grant opportunities, etc.;
- Completes a variety of reports, as assigned;
- May coordinate and complete special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in planning comprehensive procedures and policies designed for maximum reimbursement of funds for social services; thorough knowledge of the principles and practices of contract preparation and administration; good knowledge of the principles and practices of planning and conducting research studies; good knowledge of the principles and practices of public administration; ability to evaluate, plan and make appropriate recommendations to improve service delivery in conjunction with maximizing reimbursement; ability to understand and interpret federal, New York State, and local requirements, regulations, and policies; ability to communicate effectively, both orally and in writing; ability to prepare written materials.

(over)

MINIMUM QUALIFICATIONS:

1. A Master's degree in Public or Business Administration, Social Work, Human Services, or comparable curriculum, and two (2) years of professional experience that substantially involved contract administration, the preparation of grant applications, administrative or supervisory experience* in a social services or human services agency;
2. A Bachelor's degree in Public or Business Administration, Social Work, Human Services, or comparable curriculum, and four (4) years of professional experience that substantially involved contract administration, the preparation of grant applications, administrative or supervisory experience* in a social services or human services agency.

NOTE:

A Master's or Bachelor's degree that included or was supplemented by at least twenty-four (24) credit hours in Policy Analysis, Policy Development, Public Policy Administration, Government Business and/or Finances, Financial Analysis and/or Accounting, Analytics, Statistics, Social Work Administration, and Program Evaluation, or equivalent, shall meet the degree requirements, indicated in #1 and #2 above.

*Administrative or supervisory experience shall include administration or supervision as the major thrust of the job; it must be a regular and continuing aspect of the work/position.