

Department: Youth Bureau

SPEC DISK A4

Classification: Competitive

DOCUMENT 87

Grade: _9M/C_

DIRECTOR OF INTEGRATED COUNTY PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The work requires the analyze of all human service agency plans. The incumbent will act as the resource to all human service agency planners or department heads. Acting as a planner, the incumbent will conduct surveys, needs assessments and other measurement activities important to county human services agencies. The incumbent will be required to conduct multi agency meetings and training as well as public presentations to community based organizations and customers of services. Work is performed under the general supervision of the Commissioner of Youth & Traffic Safety Services. Wide leeway is allowed for the exercise of independent judgement in carrying out day to day activities of the agency. Supervision is exercised over the work of department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, promotes, initiates and coordinates needs assessments and other measurement activities for human services agencies;

Develops comprehensive agency plans;

Grant consultant to county agencies, community organizations, schools and other community collaborators;

Design and utilize adventure and team building strategies to facilitate more comprehensive county planning;

Compiles and prepares reports which will be made available in both written form and as a web resource;

Supervises the preparation and maintenance of records and reports related to human services planning and grant programs;

Performs research, plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations as appropriate for the integrated county planning functions;

Conducts correspondence and directs personnel and office activities;

Prepares and supervises the preparation of news and publicity releases, special exhibits and displays, radio announcements, feature stories and other public relations material;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local and state policies and regulations governing human service planning;

Thorough knowledge of planning theory and methods of planning human service programs; good

knowledge of fiscal budget preparation and control; working knowledge of modern public relations techniques; demonstrated ability to plan, promote and coordinate a comprehensive integrated county planning program; ability to perform statistical research and to prepare detailed reports; ability to meet the public and to address groups effectively; ability to secure the cooperation of others; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in Sociology, Public Administration or closely related field; and either:

- (a) Four years of supervisory experience in a public administration department or agency; or
- (b) A Master's Degree in social work guidance, counseling business or public administration or closely related field and two years of experience as described in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Created
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