

## **SENIOR PLANNING AND EVALUATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized planning and evaluation work of a complex nature which involves the responsibility for assisting with contract administration and the planning, development and implementation of 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 a higher-level administrator and supervision is provided to lower-level program staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the development of social services programs, plans, proposals and grant applications for the delivery of social services, including conducting needs assessments and analyzing financial and statistical data;

Assists in the preparation, implementation and administration of contracts, including monitoring and facilitating the review and/or approval of other agencies;

Supervises program staff by assigning and reviewing work, approving time off, etc.;

Oversees and analyzes the collection of data to monitor program activities and evaluate program effectiveness and may offer recommendations as needed;

Acts as a liaison with other government agencies, community organizations and county departments on grant related activities by gathering and exchanging information and ensuring compliance with governing regulations;

Contacts contractors, vendors, etc. to verify information and resolve problems, makes site visits, etc.;

Reviews current policies and procedures and makes recommendations on how to improve performance;

Reviews vouchers submitted to the department for payments to ensure that information is complete and accurate and that services have been provided in accordance with the provisions and requirements of contracts and grant agreements;

Assists in the preparation of Request for Proposals (RFP's);

Assists in the planning of public meetings and hearings by preparing notices and brochures and distributing publications along with client and provider information;

Prepares a variety of reports;

Completes special projects, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices involved in evaluating and planning comprehensive departmental policies, procedures and programs; thorough knowledge of the principles and practices of evaluating research studies and programs; thorough knowledge of the rules, regulations and funding sources as they pertain to a particular program area\*; thorough knowledge of the principles and practices of contract preparation and administration; ability to understand and interpret federal, New York State and local requirements, regulations and policies; ability to perform accurate legal research; ability to supervise the work of others; ability to understand and interpret complex textual, tabular and graphic materials; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to prepare written material and reports.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and either:



1. Five (5) years of post-degree experience in the area of program administration\*\* (e.g., program evaluation, program planning, program training and development, program supervision, program audit or research, etc.), two (2) years of which must have included the supervision of staff; or
2. Five (5) years of work experience that involved paralegal duties, two (2) years of which must have included the supervision of staff; or
3. Any equivalent combination of experience.

**NOTE:** A Master's degree or higher in Business Administration, Public Administration, Psychology\*\*\*, Social Work\*\*\* or comparable degree\*\*\* may be substituted for two (2) years of the required experience.

\*To be demonstrated during the probationary period.

\*\*Program Administration shall be defined as including responsibility for all or some of the following: Directly supervising program staff (e.g., reviewing recommendations made by lower-level staff, assigning and reviewing work, evaluating work performance and maintaining work standards), overseeing and/or evaluating program activities, services and procedures; providing recommendations for the development of policies and procedures; reviewing and/or overseeing the maintenance and preparation of program records and reports.

\*\*\*Must have included or been supplemented by at least nine (9) credit hours in Statistics, Research Methodology or Evaluation Research.

**PROMOTION:** Two (2) years of permanent status as a Planning and Evaluation Specialist.