

PLANNER/EVALUATOR Tompkins County

Classification: Competitive

Labor Grade: 14

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in evaluation, human services, health education, or communications or a closely related field AND the candidate must demonstrate that this masters level education has provided a working knowledge of statistical software and personal computers; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in evaluation, human services, health education, or communications or a closely related field AND one year of program development or implementation experience including the utilization of statistical software and a personal computer.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for developing overall program evaluation strategies. The position is responsible for developing a conceptual model to guide overall evaluation of a program based on concepts of social marketing, community education and community organizing. The incumbent will assist in developing evaluation criteria for the successful performance of programs. The incumbent will analyze program data, help conduct research studies, assess new and current programs and prepare evaluation reports. Work is performed under general supervision of the program director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops a conceptual model to guide evaluation of a program based on social marketing, community education and community organizing;

Develops overall program evaluation strategies;

Develops and implements formative and summative evaluation tools and methods;

Evaluates programs and researches new program implementation methods;

Collects information and prepares the compilation of statistical tables and special reports;

Provides support and information services to staff regarding evaluation instruments and reports;

Develops computer programs to analyze data;

Produces and analyzes data results on a periodic basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of social science research and methods, and program evaluation methods and techniques;

Thorough knowledge of methods and procedures for data collection, analysis and interpretation of statistical and qualitative data;

Good knowledge of human services program designs and operation of public and private agencies;

Thorough knowledge of behavioral change, community organizing and social marketing concepts;

Demonstrated ability to formulate evaluation proposals;

Demonstrated ability of data entry and analysis using personal computers;

Demonstrated ability of personal computer programming and statistical software packages;

Excellent written and oral communication skills and ability to follow general instructions;

Physical condition commensurate with the demands of the position.