

## **Program Development Specialist Tompkins County**

**Department:** Department of Social Services  
**Classification:** Competitive  
**Labor Grade:** 85  
**Approved:** 0  
**Revised:** 6/91; 10/91; 1/98; 11/05; 8/06; 8/12  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** 3

### **MINIMUM QUALIFICATIONS: EITHER:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Social Work or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services and/or grant writing; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services and/or grant writing; **OR**

(c) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

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

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has primary responsibility for planning, development, coordination, and evaluation of programs for major divisions of the Department of Social Services including protective and preventative services to children and adults, foster care, day care and adoption services, Public Assistance, Medicaid, Food Stamps and TASA. Work is performed under the general supervision of the Commissioner of Social Services with significant latitude for the exercise of independent judgment in program development. Direct supervision may be exercised over the work of program support staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Researches the availability of grants;
- Prepares project feasibility and impact statements and makes recommendations to the Commissioner;
- Confers with local authorities, civic leaders, government officials regarding program feasibility;
- Prepares and supervises the preparation and development of grant proposals;
- Develops work plans, budgets and outcome evaluation methods for grant proposals;
- Composes project narrative for grant proposals;
- Collects documentation to support applications for funding;
- Develops policies, procedures and infrastructure for the implementation of funded grant projects;
- Develops databases for the collection, storage and analysis of project data;
- Oversees subcontracts for funded grant projects;
- Completes all required reporting for grant funded projects;
- Coordinates planning and evaluation of proposed and ongoing DSS programs;
- Conducts Outcome Evaluations of DSS programs as assigned by DSS Commissioner;
- Provides reports of Outcome Evaluation results to DSS Commissioner and other community stakeholders;
- In collaboration with Staff Development conducts Process Evaluations of DSS programs to assess work process and flow efficacy;
- Provides reports to DSS Commissioner on results of Process Evaluations and makes recommendations for work process changes;
- In collaboration with Staff Development works with DSS program staff to implement work process changes to improve program functioning and outcomes;
- Conducts financial analysis and evaluates program budgets;
- Negotiates contracts for purchased programs;

- Assures dissemination of State Department of Social Services Request for Proposal's to local agencies and individuals;
- Oversees development of proposals to meet the programming needs of local Department of Social Services;
- Designs, develops, and evaluates programs to deliver Social Services Block Grant/Title XX and Welfare reform to ensure they meet the needs of the client population being served;
- Develops systems for collecting, analyzing and evaluating data for ongoing DSS programs;
- Maintains a liaison between contract, local and state agencies regarding the needs of the local Department of Social Services;
- Maintains knowledge regarding current legislation and policies that effect DSS programs;
- Assists in the design and implementation of DSS program changes needed to meet new legislative and policy requirements;
- Facilitates improvements in communication, coordination and collaboration between programs within DSS;
- Facilitates improvements in communication, coordination and collaboration between DSS programs, community-based agency programs and other community stakeholders;
- Maintains knowledge of current research regarding evidenced-based interventions applicable to DSS programs;
- Assesses feasibility of implementation of evidenced-based interventions by DSS programs;
- Assists in the development of procedures and infrastructure for implementation of evidenced-based interventions within DSS programs;
- Oversees placement of student interns and volunteers within DSS programs;
- Supervises DSS Substance Abuse Evaluators;
- May assist and/or write local and county grant applications;
- Conducts research, data analysis and program evaluation for special project as requested by the County Administration or Tompkins County Legislature;
- Prepares presentations, the compilation of statistical tables and written reports for special projects requested by the County Administration or Tompkins County Legislature.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the principles and practices involved in program planning and implementation;
- Knowledge of program administration including budgeting, personnel, methods and procedures, program reporting, communication, supervisory principles and techniques, comprehensive knowledge of program planning;
- Ability to organize and coordinate complex and diverse phases of program development initiatives;
- Ability to negotiate with a diverse group of community leaders, resourcefulness, and sound professional judgment;
- Excellent verbal and writing skills;
- Tact and courtesy;
- Dependability;
- Good physical condition.

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