

PROGRAM DEVELOPMENT SPECIALIST

TOMPKINS COUNTY

Department Social Services
Classification Competitive
Labor Grade N(84)
Approved Res. No. 489, 12/18/90
Revised 6/91;1/98;11/05 ;8/06
By HH, Commissioner of Personnel
BBP Risk Factor 3

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:

Prepares and supervises the preparation and development of grant proposals;
Researches the availability of grants;
Completes all necessary proposals to secure program funding;
Coordinates planning and evaluation of proposed and ongoing projects;
Conducts financial analysis and evaluates program budgets;
Prepares project feasibility and impact statements and makes recommendations to the Commissioner;
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 and evaluating research data;
Maintains a liaison between contract, local and state agencies regarding the needs of the local Department of Social Services;
Confers with local authorities, civic leaders, government officials regarding program feasibility;
Collects documentation to support applications for funding;
May assist and/or write local and county grant applications;
Collects information and prepares the compilation of statistical tables and special reports;

FULL PERFORMANCE 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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PROGRAM DEVELOPMENT SPECIALIST(CONTINUED)

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

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