

## ASSISTANT DIRECTOR OF DIVISION (INTEGRATED SERVICES PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible in the County Department of Social Services for planning, developing and implementing programs to serve the needs of children and families. The work involves designing coordinated systems that utilize both existing programs and new initiatives, researching, seeking and securing funding, and promoting a system of coordinated children's and family service programs provided by public, private and volunteer agencies and organizations. This coordinated approach aims to effectively address prevention and high-risk intervention needs, maximize resources and produce outcomes consistent with County goals, objectives and mandates. Supervision is exercised over planning, innovation and development staff in the Department of Social Services, as well as over subcontracting agencies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements programs to serve the needs of children and families, including proposals to secure grant funded programs;

Prepares comprehensive needs assessment based upon current issues affecting children and families; recommends goals, objective and service strategies and resource allocation plans and programs to meet these needs;

Prepares the Westchester County's Integrated Services Plan including: co-chairing the Westchester Children's Policy Council, overseeing the interdepartmental - interagency planning group, developing coordinated goals, objectives, outcomes and service strategies, and evaluating Integrated Services Planning progress;

Develops a communication and planning network with community based groups and program agencies serving children and families; obtains their input in needs assessment and program development issues;

Researches potential federal, state and local funding to meet service needs and prepares grant applications for such funding;

Studies and evaluates child, family and adult service policies, operations and program development directions for the Commissioner of Social Services and makes recommendations for service design improvements and service outcome measurements;

Studies, evaluates and makes recommendations on potential methods of maximizing service funding to create a seamless system of service for Social Service customers;

Reviews federal, state and local children family service program initiatives, which might be applicable in enhancing Westchester County youth and family service continuum;

Coordinates outreach efforts and establishes community liaisons, representing the Department of Social Services with community groups;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides assistance to agencies and/or community groups in the development of proposals in order to receive New York State Office of Children and Family Services funds and other state and federal funds;

Provides technical assistance to associations, agencies and corporations receiving New York State Office of Family and Children's Services and other state and federal agency funding through the Department of Social Services for provision of programs, services and/or facilities for children, and families;

Prepares and issues Department of Social Services Requests for Proposals related to child welfare and Temporary Assistance to Needy Families Transitional Block Grant Services funding, receives and reviews proposals and develops funding recommendations;

Reviews and approves objectives for each program to be included as part of the contract preparation for agencies receiving New York State Office of Children and Family Services funds through the Department of Social Services;

Monitors agencies receiving New York State Office of Children and Family Services Funds to determine contract compliance through review of reports submitted and on site visits;

Collects, reviews and analyzes statistical information and develops reports on issues affecting children families;

Supervises, trains and evaluates the performance of the assigned planning and development staff of the Department of Social Services;

Attends meetings and conference and makes public presentations on issues affecting children, youth and families;

Attends meetings and conference and makes presentations on issues affecting children, and families.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the policies, programs, funding streams and issues affecting children and families; thorough knowledge of community organization and resources available for providing services to children, and families; good knowledge of the goals, objectives, policies and procedures of the Department of Social Services and related human service agencies as well as applicable Federal, State and local policies, regulations, laws and rules; ability to identify critical issues/problems and to formulate applicable programs goals, objectives and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

outcomes measures; ability to research funding sources and prepare grant applications; ability to develop implement and coordinate cross system goals, objectives, outcome measure and service strategies to address assure development, implementation and evaluation of a continuum of service initiatives; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; develop resource allocations plans maximizing service funding and minimizing service duplication; ability to develop and negotiate contracts with local human service agencies and monitor compliance; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with government officials, professionals in the field, staff in related agencies, subordinate employees and the public; ability to communicate effectively both orally and in writing; ability to comprehend and make decisions based on complex written and oral information; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; integrity; resourcefulness; good professional judgment; tact; creativity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) a Master's Degree\* in Sociology, Psychology, Social Work, Education or a related field, and five years of experience which involved administrative level responsibility in children's services that included program coordination with other human service agencies; or (b) seven years of experience as stated in (a); or (c) a satisfactory combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.