

ASSISTANT TO THE COUNTY EXECUTIVE FOR HUMAN DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive, this position is responsible for the analysis of social problems and the development, promotion and coordination of internal and external resources through programs designed to address the particular needs of County residents. This is a responsible staff position in which the relationships developed with various public and private agencies are of paramount importance. The Assistant for Human Development may frequently represent the County Executive before public groups on the subject of human development. Staff supervision is exercised in the coordination of internal departmental activities and external resources. Technical advice and assistance is provided to department heads as required and supervision is exercised over a small number of professional and support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and conducts research into the program activities of public and private social agencies;

Develops and makes recommendations on the policies and programs concerning the social behavior and well-being of the County's citizens;

Consults with the County Executive and other policy-making officials on the availability of resources for human development in areas of definable human need;

Meets with other public and private agencies to stimulate and channel activities in the best interest of an integrated human development program;

Conducts research on the factors responsible for the development of current social problems and promotes programs for their prevention;

Develops programs and procedures for stimulating involvement of local governments and private agencies in the solution of social problems;

Participates in the planning of a program of public information, community relations, human development and public relations relating to the County resident;

Monitors and evaluates the level of performance of existing human development agencies;

Apprises the County Executive on pending and existing New York State or Federal legislation concerning human development;

Maintains appropriate contact with local, County, State and Federal officials;

Prepares periodic evaluative reports on the activities of the office and on new trends, ideas and advancements within the areas of current social needs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of existing community organizations and their available resources in the area of human development; thorough knowledge of the principles of social research and the collection of social statistics; good knowledge of administrative principles and practices and of their effective application to community groups; good knowledge of the laws relating to the social needs served by the Division; ability to analyze and evaluate economic and social data; ability to speak and write effectively; tact; initiative; resourcefulness; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree* and either (a) a Master's degree* in Sociology, Psychology, Social Work or Education, or a related field and four years of full-time paid experience in local government, community organization or social work, two of which must have been at the supervisors level; or (b) six years of full-time paid experience in local government, community organization, or social work, two of which must have been in a supervisory or administrative capacity or (c) a satisfactory combination of the foregoing training and experience.

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