

DEPARTMENT OF SOCIAL SERVICES

Joan M. Silvestri, *Commissioner*

PLANNING & EVALUATION SPECIALIST

The Department of Social Services is searching for a candidate to perform specialized planning and evaluation work of a complex nature involving responsibility for the analysis and assessment of various data in order to develop, implement and evaluate County programs in accordance with Federal, New York State, or local mandates and/or departmental goals and objectives.

Duties include developing evaluation tools to monitor, collect and analyze data pertaining to new and existing programs; maintaining program information to improve existing activities, identify trends and ensure compliance; evaluating data and researching study findings in order to make recommendations and provide information regarding agency planning, allocation requests and grant applications; reviewing and monitoring contracts to ensure compliance with contract provisions and participating in the development and execution of same; contacting contractors, vendors, etc. to verify information and resolve problems; providing assistance in the preparation of Request for Proposals (RFP's) and the development and writing of grant applications.

Minimum Qualifications: A Bachelor's degree or higher and:

- 1) Three years of professional or technical experience in the area of program administration** (e.g., program evaluation, planning, training and development, program supervision, program audit or research, etc.); or
- 2) Three years of work experience that substantially included paralegal duties; or
- 3) Any equivalent combination of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Psychology***, Social Work*** or comparable curriculum may be substituted for one year of the required experience.

**Program Administration shall be defined as including responsibility for all or some of the following: Directly supervising program staff (e.g., reviewing recommendations made by lower-level staff, assigning and reviewing work, evaluating work performance and maintaining work standards); overseeing and/or evaluating program activities, services and procedures; providing recommendations for the development of policies and procedures; reviewing and/or overseeing the maintenance and preparation of program records and reports.

***Must have included or been supplemented by at least nine credit hours in Statistics, Research Methodology, Evaluation Research or comparable curriculum.

Candidate must be a legal resident in States of New York, New Jersey or Connecticut.

Civil service examination requirements have been waived for this position. Candidate must only meet the minimum qualifications for consideration.

Competitive salary and benefits - \$80,478 annually for a 35-hour work week. Medical, dental and vision are available in addition to paid time off including vacation, personal and holiday time. This position is New York State pension eligible.

Additional information on the position is available here: [Microsoft Word - PLANNING AND EVALUATION SPECIALIST.docx \(rocklandgov.com\)](#)

A County of Rockland employment application can be found here: [County of Rockland, New York :: Applicant/Candidate Resources & Forms \(rocklandgov.com\)](#).

Completed applications can be sent to RocklandDSSPersonnel@dfa.state.ny.us. Posted 08/26/2024