

**COMMUNITY DEVELOPMENT**

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Director

**PLANNING AND EVALUATION SPECIALIST**

**ROCKLAND COUNTY OFFICE OF COMMUNITY DEVELOPMENT**

The Rockland County Office of Community Development is seeking a candidate to develop, implement and evaluate its Federal, State and local grant programs to ensure compliance with applicable laws and regulations. The work is specialized, diverse and can be complex in nature.

Job description: This is specialized planning and evaluation work of a complex nature which involves 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.

The work is performed under the general supervision of a higher-level administrator. Does related work as required.

**Required Qualifications:**

A Bachelor's degree or higher and

1. Three (3) years of professional or technical experience in the area of program administration\* (e.g., program evaluation, program planning, program training and development, program supervision, program audit or research, etc.); or
2. Three (3) 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 (1) 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

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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 (9) credit hours in Statistics, Research Methodology, Evaluation Research or comparable curriculum.

### **Other Requirements and Information:**

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

**Salary and benefits are competitive with the public sector market including but not limited to the following:**

- \$80,478 Annual Salary
- 35 Hour work week
- Medical, Dental and Vision
- Time off including vacation, personal and holiday time
- New York State Pension eligibility

Interested candidates should email a completed Rockland County employment application, resume, and cover letter to [RCOCD@co.rockland.ny.us](mailto:RCOCD@co.rockland.ny.us). Applications can be found at <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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