

HUMAN SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Human Services Coordinator acts as a liaison for the County Executive to all Human Service Departments and other county departments. This will encompass the following: provide leadership and administrative support in local joint planning activities with other social service providers, schools, courts, and other private groups. The incumbent will also serve as a representative for the County Executive at public events; and will serve as a liaison to officials in Albany, as new policies in areas such as welfare reform are developed. Supervision is exercised over clerical staff. The Human Services Coordinator is accountable to the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Implements and administers policies set forth by County Executive affecting the Departments of Public Health, Mental Health, Aging, Social Services, Youth Bureau, Veterans, Workforce Development, and others to ensure that proper management techniques are applied in conducting the internal and external operations of each department;

Monitors and provides leadership for all interdepartmental projects involving administrative challenges, new methods of delivering human services, or modifying existing procedures. This includes prioritizing the social needs in the community and how these needs can best be met, preventing duplication of services, and using to full advantage State and Federal programs;

Advises County Executive on Human Service policy development;

Provides opportunities for coordination among public and private agencies in order to improve the delivery of Human Services in Oneida County;

Maintains cooperative relationships with other communities in Oneida County, with both governmental and private agencies;

Represents the County Executive in joint planning activities in the community, specifically with other social service agencies, governmental units, and other private organization;

Provides leadership and administrative support with special emphasis on development of the Funders Council, the Resource Center, and Communities that Care.

Monitors and analyzes all grant programs and contract procedures for the various departments of Oneida County;

Reviews all County of Oneida contracts;

Advises legislators on Human Services matters and attends Board of Legislators meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of Human Service programs and their delivery system in Oneida County; working knowledge of organizational structure, goals, and policies of the County; ability to compile, analyze and interpret statistical data; ability to plan, organize, implement and evaluate multi-functional projects; effective communication skills, both written and oral; ability to facilitate dialogue and cooperation with a wide variety of people, public and private organizations, and interest groups; ability to understand and interpret financial data; excellent interpersonal skills

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RECOMMENDED QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in business, health care or social services fields, directly related to the major functions of this job description **AND** seven (7) years of administrative experience involving human services programs; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree as stated in (A) above **AND** eight years of experience as outlined in (A) above; **OR**
- (C) Appointed on the basis of administrative experience in Human Services and other such qualifications as the County Executive may determine appropriate.