

## INTEGRATED COUNTY PLANNING COORDINATOR

**DINSTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving maintaining communication between county administration and the human services departments in Herkimer County. This work is essential in continuing the collaborative work and positive outcomes set forth in the Integrated County Plan. The incumbent is responsible for facilitating both large and small groups of professional and community members, understanding data analysis, researching best practice programs to fill needs identified through needs assessment. The work is performed under the general direction of the Commissioner of Social Services in accordance with established policies and procedures with wide latitude allowed for the exercise of independent judgement. Supervision may be exercised over lower level staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Coordinates the activities of various county departments as related to integrated county planning;
- Performs needs assessments for various county departments and the community at large;
- May organize focus groups;
- Gathers data to be part of the Herkimer County Risk Assessment Profile;
- Attends conferences and meetings, representing Herkimer County and Integrated County Planning;
- Assists county departments with the development of Request for Proposals as necessary;
- Prepares materials needed for presentations to the community;
- Interacts and collaborates with members of the Human Resources Planning Team in order to reduce risks and improve the lives of residents;
- Researches and recommends best practice programs to meet emerging needs;
- Provides direction and facilitates Integrated County Planning Committee meetings;
- Writes and distributes press releases as appropriate

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of human services programs run by County Departments; good knowledge of research methods and techniques; ability to analyze and interpret statistical data; good knowledge of community resources available to children and families; ability to effectively communicate both orally and in writing; ability to establish and maintain good working relationships; initiative; sound judgement.

### MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services, psychology, public administration or a related field **AND** two (2) years of experience working for a human services agency or business.