

ASSOCIATE INTEGRATED COUNTY PLANNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving improving how county human service programs work together by streamlining processes, using data to find service gaps, and supporting long term solutions for families and children. The incumbent is responsible for hands on system planning, program improvement, and evaluating the impact of county wide initiatives. The work is performed under the general direction of the Public Health Director in accordance with established policies and procedures with wide latitude allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Applies process mapping, system overlay strategies, and other related techniques to identify to improve workflow efficiencies between department;
- Recommends process improvements and procedure updates for program like System of Care and Maternal Child Health;
- Identifies and implements evidence-based practices for human services programs;
- Leads strategic planning and development initiatives align department goals, promote cross-sector engagement and collaboration;
- Supports sustainability planning for grant programs;
- Supports policy development and advocacy at regional, state and national levels;
- Develops and maintains data collection efforts for the Integrated County Plan and other grant programs;
- May serve on health and human services and community-based committees;
- May direct and facilitate meetings of stakeholders.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of human services programs run by County Departments and local social service providers; 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.

Competitive Class
Adopted 5/27/2025 PO