

**CLASS TITLE: COORDINATOR, COMMUNITY PLANNING
AND DEVELOPMENT**

**Class Code: 02823500
Pay Grade: 34A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination of a total social service program in the area of urban human services for a state agency; to plan and develop mechanisms to integrate human service delivery from the federal, state, local and private levels with optimum utilization of existing resources; to assist consumer advocates, community groups, providers and funders of services with the development of a comprehensive network of multi service neighborhood and regional administrative centers for the delivery of human services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through reports and consultations.

SUPERVISION EXERCISED: Directs and coordinates the work of professional and non-professional staff members.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination of a total social service program in the area of urban human services for a state agency.

To plan and develop on a statewide basis a system for consumers, providers, municipal and state officials to participate in establishing priorities for the provision of public social services.

To plan and develop innovative systems for the integration and coordination of existing resources on various levels of government and private agencies.

To identify, in conjunction with a variety of community interests, social service needs, resources and delivery systems.

To provide technical assistance to human service agencies in the area of integration, coordination, planning, development proposals, fiscal administration, evaluation and organization.

To serve on various commissions concerned with the delivery of human services.

To consult with top department officials on the formulation and evaluation of policy(s) as it relates to assigned human service areas.

To serve as a liaison between the department and minority, ethnic, community and private groups.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social service programs and their coordination and delivery; a thorough knowledge of the social service resources in the state at the federal, state, local and private levels; a working knowledge of fiscal and personnel management, contract administration, program planning and program development and the ability to assist officials in performing in these areas; the ability to develop mechanisms to integrate human services delivery from various sources to maximize utilization of existing resources; the ability to promote interagency cooperation, planning, funding and service functions; the ability to establish and maintain effective working relationships with diverse interests, clients, service deliverers and funders; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Public Administration, Community Planning or a related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative position involving social service delivery, planning and coordination

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 19, 1993

Editorial Review: 3/15/03