

**Lane Council of Governments
Job Classification**

Job Title:	Specialist II-Contracts/Planning	FLSA Status:	Exempt
Division:	Senior & Disabled Services	Range:	20
Reports To:	S&DS Director	Last Revised:	October 2006

General Statement of Duties

Develops and monitors Senior & Disabled Services Division contracts; develops RFPs and monitors internal quality assurance standards and methods. Conducts needs assessments and develops plans to meet these needs.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports, and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Distinguishing Features

The Specialist II classification is distinguished from the Specialist I classification by performing complex duties requiring specialized knowledge and expertise with greater latitude for independent decision making.

Essential Job Functions

Works with citizen advisors to determine needs of senior citizens and persons with disabilities.

Develops plan for assessing these needs by creating and conducting surveys, gathering data, facilitating focus groups and public hearings, analyzing and interpreting data, writing reports and providing public presentations to interested citizens.

Develops and implements programs to benefit people with disabilities and senior citizens. Conducts literature searches to identify program models, develops model programs, builds community support for programs and implements programs in accordance with approved plans.

Develops Requests for Proposals and oversees the RFP process; provides technical assistance to respondents; develops and implements scoring criteria for RFPs; develops legal contracts, including specifications and budgets; monitors contracts; and evaluates the effectiveness and efficiency of selected programs. Performs duties related to the development and monitoring of Senior and Disabled Services Division (S&DS) contracts.

Other Job Functions

May provide guidance, assistance, and training to support staff.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Travel is required to attend meetings.

Knowledge, Skills, and Abilities

Considerable knowledge of problems and issues confronting elderly and disabled individuals in Lane County.

Knowledge of public and private programs, benefits and services available to seniors and persons with disabilities.

Knowledge of public and private agencies and institutions providing services to seniors and persons with disabilities.

Knowledge of community organization methods.

Knowledge of environmental, social, economic, and other demographic factors affecting older persons and persons with disabilities.

Knowledge of research methods and techniques, including statistical analysis.

Knowledge of personal computer applications related to planning activities, including computerized modeling.

Knowledge of governmental practices and procedures related to contracts and grants administration.

Ability to resolve problems being experienced by individuals and agencies with which LCOG works.

Ability to negotiate, prepare and monitor inter-agency agreements.

Ability to prepare program budgets and to analyze and evaluate budgets prepared by others.

Ability to provide staff support to a variety of committees engaged in planning and program development activities.

Ability to write clear and concise reports, records and plans.

Ability to compile and analyze original data and develop logical recommendations based on this data.

Ability to organize and make public presentations.

Ability to research documents, design telephone surveys, construct computerized models and perform statistical analyses necessary for the planning process.

Ability to evaluate the reliability of input data and read and interpret legal documents.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail and to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies (governmental and non-governmental).

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in social/human services field and two years experience in a setting providing and/or administering Title XIX, Oregon Project Independence or Older Americans Act-funded long term care services, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

Valid Oregon State driver's license or the ability to obtain reliable transportation to a variety of sites within the state.