MENTAL HEALTH PLANNER
Tompkins County

Classification: Competitive
Labor Grade: 14
Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer)experience in   designing and conducting needs assessment, developing programs, evaluating programs or administration in a mental health or social services agency; **OR**

(b) Any equivalent combination of training and experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing a variety of research and analysis activities associated with mental health planning. The incumbent assists department management and professional staff in gathering and analyzing data, conducting research studies, evaluating current programs and new program proposals, and writing and preparing reports. Work is performed under general supervision on routine assignments in accordance with well defined procedures. The Commissioner of Mental Health Services is available for consultation on unusual problems and to provide instructions on new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Evaluates on-going programs and researches new methods and programs for county mental health programs;
- Develops systems for collecting and evaluating research data on the planning and provision of mental health services;
- Conducts studies involving collecting, interpreting and analyzing data on assigned projects;
- Assists in the development and implementation of evaluation tools for assessment of mental health programs;
- Collects information for the compilation of statistical tables and special reports;
- Assists in preparing grant applications for funding county mental health and community services programs;
- Assists in the development of a database for contract and department programs to   track contracted budget expenditures;
- Directs and conducts continuing and special studies of the department, including operational, organizational and fiscal development;
- Provides support services to Mental Health Board;
- Prepares and maintains records and reports;
- Maintains liaison with contract, direct, state and other agencies regarding planning and evaluation issues;
- Meets with agencies and direct staff proposing new programs to develop needs, data, and program descriptions;
- Organizes and/or conducts public meetings on community concerns;
- Gathers and analyzes data required for the submission of annual plans in mental health, mental retardation, alcoholism, and substance abuse;
- Develops and implements an effective community relations program;
- Provides planning and evaluation input to the supervision of department staff functions, such as support and program development;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of accepted methods and procedures of data collection, analysis and interpretation of statistical data;
- Good knowledge of research methods and techniques;
- Good knowledge of survey techniques;
- Working knowledge of the New York State Mental Health Code, Rules and Regulations;
- Ability to work with volunteer Board and subcommittee members;
- Ability to organize and supervise staff not under direct supervision;
- Ability to understand and follow moderately complex oral and written instructions;

- Ability to abstract, analyze and interpret material from a variety of sources;
- Ability to communicate effectively, both orally and in writing;
- Ability to operate a computer terminal; and
- Physical condition commensurate with the demands of the positions.