



Employment Opportunity

Service Development & Evaluation Specialist

Department of Citizen Services

\$19.07 hourly salary (Grade G10)

Contingent Position ~ 40 hours weekly

Contingent Employees are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage and 3% salary contribution for an employee retirement.

Apply By: Friday December 2, 2016 5:00 p.m.

GENERAL RESPONSIBILITIES This professional, administrative position will assist the LMB Manager in developing, implementing and coordinating an interagency system of results-oriented and community-based care for children, youth and families in Carroll County

ESSENTIAL TASKS include the following; other duties may be assigned

1. Conduct service development, contract management, research and evaluation, data collection, and program monitoring functions of LMB
2. Assist the LMB Manager in managing County programs and coordinating with state, allied agencies, and other human service programs
3. Assist the LMB manager in conducting long-range planning including the LMB Needs Assessment and Strategic Plan, development of program goals, objectives, and performance measures
4. Monitor and audit grants and/or contracts to ensure compliance with Federal, State and local laws
5. Assist the LMB manager by recommend and develop programs, policies and procedures; implement necessary system changes to improve program effectiveness
6. Assist in research and prepare Federal and State grant applications
7. Maintain working knowledge of policies, procedures, regulations, and laws related to the operations of the Local Management Board (LMB) and the State of Maryland Governor's Office for Children
8. Monitor and update child information on State database and act as Point of Contact for the Results Score Card system
9. Establish, organize, and maintain paper and computer records management/file systems
10. Serve as liaison with related agencies and groups; represent Carroll County and Local Management Board at local and state meetings
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in psychology, social work, education, human services or related field
2. Two years experience in research, statistical analysis or technical writing

A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for these positions.

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 11/21/16 Carroll County is an equal opportunity employer
(17-64)**