

## STATE INCENTIVE GRANT (SIG) COORDINATOR

### DEFINITION

Under general supervision, the SIG Coordinator will manage the Dane County Department of Human Services' State Incentive Grant implementation during the three-year grant period. The incumbent will plan and perform the community youth-Alcohol, Tobacco, Drug Abuse (ATODA) prevention-services assessment; spearhead identification and selection of appropriate and approved youth ATODA prevention-services programming; spearhead identification and selection of program providers; oversee grant monies awarded to providers; evaluate individual and collective provider performance; promote continuing development of local youth ATODA prevention services capacity; staff the local SIG consortium; performs other related work as required.

### EXAMPLES OF DUTIES

Study national and local youth ATODA prevention services; study and master SIG expectations and parameters; organize local SIG Consortium; convene Consortium on regular basis; plan and execute community assessment; lead Consortium and community study of assessment; identify and select appropriate and approved youth ATODA services; award grants to providers; manage provider performance; manage provider SIG-monies utilization; secure and analyze provider outcome data; evaluate individual and collective provider performance; provide direction to the SIG Project Assistant; interface with SIG and evaluation agency staff; and attend required meetings.

### EMPLOYMENT STANDARDS

Education and experience: Requires any combination of training and experience equivalent to a Bachelor's degree in a health or human services field and two years human services program practice, management and evaluation experience. Preference will be given to ATODA and/or prevention services management experience. One year of required experience can be substituted for a Bachelor's degree in a health or human services field.

Knowledge, Skills, and Abilities: Knowledge of ATODA-services practice and programming; knowledge of prevention services practice and programming; knowledge of human services program management and evaluation; data collection, management, and analysis skills; excellent interpersonal skills; superior oral and written communication skills; abilities to relate to others in culturally sensitive ways; human services program management and evaluation abilities; human services program budget management abilities; facilitator abilities; ability to function effectively as a member of a team and collaborative network; staff supervision knowledge, skills, and abilities.

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