

STATE INCENTIVE GRANT PROJECT ASSISTANT

DEFINITION

The State Incentive Grant (SIG) Project Assistant will support the Project Coordinator in management of the Dane County Department of Human Services State Incentive Grant implementation during the three-year grant period (January 1, 2003 – December 31, 2005). The incumbent will support the Coordinator in planning/execution of a community services assessment, identification/selection of programming, identification/selection of providers, and work with Project Consortium members. The incumbent will perform significant/independent evaluation activities. The incumbent will have significant/independent contact with providers, SIG staff, and evaluation staff.

EXAMPLES OF DUTIES

Assist Coordinator to plan and execute a community services assessment, identify and select programming, identify and select providers, and work with Project Consortium members. Spearhead identification/selection-related data- collection, management, and analysis. Spearhead collection/collation/analysis of evaluation-related data. Interface regularly with providers. Interface regularly with SIG staff and evaluation staff. Assist Coordinator in preparation of necessary SIG-related reports.

EMPLOYMENT STANDARDS

Education and experience: Any combination of training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in a human services field and at least one year of experience providing support to planning and/or evaluation and team-oriented work processes. Alternatively, graduation from an accredited college or university with a Bachelor's degree other than in human services and at least two years of such experience will be accepted.

Knowledge, Skills, and Abilities: Significant knowledge of project planning, implementation, and evaluation processes; knowledge of word processing and database programs; significant data collection, management, and analysis skills; excellent interpersonal skills; superior oral and written communication skills; ability to develop and maintain databases; abilities to relate to others in culturally-sensitive ways; and ability to function effectively as a member of a team and collaborative network.

Special requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to reliable personal transportation.

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