



<b>WORKING TITLE:</b> DEVELOPMENTAL DISABILITIES MANAGER	<b>CLASSIFICATION:</b> PROGRAM MANAGER III
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> DEVELOPMENTAL DISABILITIES
<b>PAY RANGE:</b> NBYCM 27	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> SEPTEMBER 2020

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Develops, coordinates, evaluates, and manages organizational efforts in planning and implementation of program activities within general program area. Consults with other public and private entities in development of facilities and programs. Prepares and implements program budgets in conjunction with HHS Administration. Provides training programs to department staff and other agencies. Assists community agencies in preparing applications for local, state, and federal financing of programs and services. Employs and evaluates program staff. May assist HHS Director and Deputy Director with oversight of budgets, accounts receivable, and computer applications. May have responsibility for coordination with other health and human services programs. Has management responsibility for hiring and evaluating of program staff.

***SUPERVISION RECEIVED:***

Works under general supervision of the Department Deputy Director with considerable independent judgment.

***SUPERVISION EXERCISED:***

Individuals in this class generally supervise in excess of 15 staff within their program area.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Maintains responsibility for overall development, coordination, and management of program services, including evaluation and screening of clients, setting program priorities, completing reports and data management.
- Monitors and ensures compliance with local, state, and federal regulations.
- Maintains responsibility for programs servicing individuals with developmental disabilities.
- Designs program activities to meet service needs and advises Department Director or designee of particular program area staffing and budget needs.
- Designs program objectives and methods of evaluation of success in meeting objectives.
- Employs, supervises, evaluates, and provides training of program staff.
- Plans and implements programs which respond to consumer needs including development of new programs.
- Defines procedures for utilization reviews; insures that utilization reviews are conducted within timelines set by administrative review and/or professional standards.

## Program Manager III – Developmental Disabilities Manager

- Maintains responsibility for program areas; service coordination, quality assurance, collection and timely reporting of information, monitoring of client services, foster care recruitment and licensing, eligibility, and abuse investigations.
- Assumes responsibility as acting Director during absence of HHS Director, as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Rules, laws, and policies governing department operation.
- Developmental disabilities policy and skills in guiding program operations and staff supervision.
- Supervisory and management principles and practices.
- Grant application preparation.
- Principles and practices of developmental disabilities delivery systems, including budgetary oversight inclusive of acquiring state and federal match dollars.
- Laws relating to developmental disabilities and other social service agencies.
- Public service system for developmental disabilities services in Oregon.

#### **SKILL IN:**

- Communicating effectively, both orally and in writing.
- Preparing reports.
- Administrative abilities as required by the position.

#### **ABILITY TO:**

- Maintain effective working relations with public, other employees, advisory groups, and elected officials.
- Maintain effective working relationships with contractor and stakeholder entities such as Oregon Department of Human Services, Brokerages and community provider organizations.
- Translate program needs into budget form.
- Conduct planning, evaluation, and monitoring of programs and services.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

A bachelor's degree in behavioral science, social science, health science, special education, public administration, or human service administration is required in addition to a minimum of four (4) years' experience with at least two (2) of those years of experience in developmental disabilities services that provided recent experience in program management, fiscal management, and staff supervision; or six (6) years' experience with staff supervision; or six (6) years' experience in technical or professional-level staff work related to developmental disabilities services. A master's degree or advanced training preferred. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

## Program Manager III – Developmental Disabilities Manager

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*