

LINN COUNTY CLASSIFICATION

TITLE: DEVELOPMENTAL DISABILITIES PROGRAM MANAGER
NUMBER: 780 **APPROVAL ORDER NUMBER: 2024-043**
PAY RANGE: 26 **DATE: FEBRUARY 6, 2024**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs administrative and leadership duties in the planning, development, implementation, direction, oversight and evaluation of services for individuals who experience intellectual and developmental disabilities. Provides professional services in the areas of consultation, coordination and service delivery, oversight and reporting of contracted providers, financial and operational performance and supervision of other supervisory staff.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget etc. A person in this classification is expected to function with significant independence in the development of programs, activities, methods and procedures. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Exercises supervision over staff. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel; assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. As a consultant, develop strategies for individuals, families, provider organizations and community partners for individuals who experience intellectual or developmental disabilities (I/DD). Advise organizations on the programmatic or structural needs related to effective service delivery. Advise on funding, assist with grant writing and interpret laws, rules and regulations of community service programs for the disabled.
2. Oversee and participate in the referral of individuals. Oversee the periodic assessment, plan development, implementation and monitoring of individuals served by the program.
3. Inform the community of I/DD needs through public speaking engagements.
4. Assess the utilization of existing services and the need for additional services; gather and compile statistical information and prepare reports. Serve as an advocate for I/DD individuals.
5. Monitor I/DD program contracts through Linn County and the Department of Human Services to assure adherence to program objectives, budget provisions and standards of practices.

6. Provide training and guidance for staff; perform program administrative duties including budget preparation and program documentation; perform Merit System Evaluations on employees directly supervised.
7. Assist Health Services Administrator in completing program administrative duties, including budget preparation. Assure the maintenance of necessary records. Gather data and prepare reports and other written documents for use in program evaluation and development.
8. Write, review and implement program policies and procedures.
9. Implement, interpret and enforce department, county, state and federal policies and procedures.
10. Participate in local and statewide planning efforts for the delivery of services that support vulnerable individuals.
11. Develop and implement quality assurance and management actions to ensure compliance with Centers for Medicare and Medicaid Services.
12. Oversee Abuse Investigative processes and collaborate with State Level Abuse Investigation Authorities.
13. Participate in Statewide Rule Advisory Committees and other work groups to support the ongoing implementation of services and systems of care.
14. Coordinate fiscal operations with Department of Human Services and County operations.
15. Respond to and address complaints and grievances that may arise.
16. Develop and maintain effective, harmonious and reasonable work relationships with others.
17. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decision on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of various habilitation approaches for I/DD population. Thorough knowledge of laws, rules and regulations pertaining to services for individuals who experience I/DD. Considerable knowledge of planning, community development and community organization techniques. Considerable knowledge of the resources available to assist in the development and funding of projects. Reasonable knowledge of administrative principles associated with budgeting, supervision and program management. Reasonable knowledge of grant preparation and writing.

Ability to effectively utilize concepts of consultation, team approach to client, staff and community development coordination. Ability to use sound judgement in making decisions about difficult program and administrative problems. Ability to comprehend and interpret laws, rules and regulations. Ability to gather and synthesize statistical data and write clear and concise grant proposals, reports and correspondence. Ability to communicate effectively. Ability to establish and maintain effective working relationships with staff, peers, agency representatives and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Four years of post-Master's experience in a community developmental disabilities agency preferably in programs including some supervisory or program coordination responsibilities. Graduation from a four-year college or university with a Master's Degree in any applicable program or any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Certain assignments may require certification or training by the State of Oregon following appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Appropriate licenses, registration or certification may be required. Ability to pass a criminal history check for children, adults and vulnerable populations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The job is typically performed in an office environment under usual office working conditions and typical office environment noise levels with some telephones, personal interruptions and background noise. In the performance of job duties, the employee is required to remain in a stationary position 50 percent of the time and occasionally move about the office to access and use office machinery and engage with County employees and members of the public. Frequently communicate with County employees and members of the public to exchange information. The employee must occasionally lift and/or move up to (30) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheet and data base software; computerized Electronic Health Record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment. Travel between offices by operating a motor vehicle.