

## DIRECTOR, DIVISION OF SERVICES FOR THE BLIND

### DESCRIPTION OF WORK

Work in this class involves responsibility for all activities of the Division of Services for the Blind, of the Department of Human Resources.

Responsibility includes the planning, development, coordination, implementation, direction and evaluation of the total services provided for the blind and visually impaired persons served by the Division, including related administrative operations. Four basic programs are: Medical Services to prevent blindness and provide eye care services of indigent persons; Social Services to enable visually impaired persons to adjust to his blindness and to gain self-sufficiency skills; Vocational Rehabilitation Program to maximize visually impaired persons' work potential and economic independence through counseling, training, and job placement; and Business Enterprise Program to provide maximum self-support for persons requiring more continuous counseling and supervision through the concession stand and self-employment programs. The Director is responsible for developing annual plans in compliance with federal and State regulations and directs a planning and budgeting system which includes the financial resources and implementation of management by objectives of the Division of Services for the Blind. Work requires considerable contact with consumer, volunteer, charitable, and advocacy groups in work for the blind; and with the Blind Advisory Committee, Professional Advisory Committee, and Commission for the Blind. Work is reviewed and measured by the Secretary of the Department of Human Resources through management by objectives, conferences, and public reaction to services.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

Thorough knowledge of the organization, operation, and objectives of the Division.

Thorough knowledge of federal and State laws, rules, and regulations pertinent to the Division.

Considerable knowledge of medical, social services, rehabilitation, and business enterprise programs.

Ability to coordinate and direct employees and programs through an understanding of managerial principles, techniques, and practices.

Ability to develop and maintain satisfactory relationships with the general public, State, federal, and local officials.

#### Minimum Education and Experience

Master's degree in business, public, or public health administration, rehabilitation, social work, sociology, education, or psychology and five years of managerial or supervisory experience in a private or governmental human services or closely related area; or graduation from a four-year college or university in business administration, rehabilitation, social work, sociology, education, or Psychology and seven years experience in a human services or closely related program, three of which must be managerial or supervisory experience in a private or governmental human services or closely related area; or an equivalent combination of education and experience.