

## ASSISTANT DIRECTOR FOR PROGRAMS AND FACILITIES (DSB)

This is administrative and managerial work in serving as Assistant Director for Programs and Facilities in Division of Services for the Blind in the Department of Human Resources. The employee administers and directs service programs and rehabilitation facility operations for blind and visually impaired clients. Employee plans, develops, and implements program policies and procedures to accomplish work operations and goals of the Division. Employee assesses budget needs and priorities to administer programs adequately and in compliance with State and federal guidelines. Employee supervises and directs activities of directors of regional division offices and of staff in other programs and facility operations including a rehabilitation center, medical eye care program, independent living program, rehabilitation program, evaluation program, and business enterprise program. Work requires contact with other rehabilitation administrators and professionals, other state agencies, consumer advocacy groups, and clients served by the Division of Services for the Blind. Employee reports to the Director of the Division of Services for the Blind.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS

Planning - Employee meets with subordinate staff to assess and determine needs in planning and establishing program and facility goals. With input from management staff, employee works with the Director of the Division of Services for the Blind to establish long-term goals, establish priorities and plan for the utilization of manpower, space, equipment, and budgetary resources to meet established goals.

Organizing and Directing - Employee provides direction to managers and supervisors to assure that work standards, policies, and procedures are being carried out as required by departments, State, and federal policies, procedures, and regulations. This includes setting work priorities and establishing policies and procedures utilizing input of program supervisors and regional directors to respond to service needs of blind and visually impaired individuals.

Budgeting - Employee receives annual budget requests from program supervisors and regional directors, reviews budget needs, and makes recommendations to the Division Director to ensure program goals and mission are accomplished. Employee is responsible for the administration of funds to the six major funds in the division to finance the medical/eye care program, rehabilitation program, independent living program, and business enterprise program. Employee monitors expenditures to ensure funds are spent in accordance with State and federal guidelines.

Training - In consultation with the Division Director, the employee identifies resources to provide training to staff.

Setting Work Standards - Employee participates in the establishment of rules, work standards, policies, and procedures of the Division of Services for the Blind. Employee assures that program activities are consistent with State and federal standards, and the Administrative Procedures Act requirements. Employee provides direction in revision of standards, policies, and procedures to respond to needs of blind and visually impaired clients served by the division and to respond to changes in legislation impacting on division programs.

Counseling and Disciplining - Employee counsels and disciplines employees as an immediate supervisor and makes recommendations to the Division Director concerning final disciplinary action. Employee maintains a working relationship with program supervisors and regional directors in determining and administering appropriate disciplinary decisions.

Performing Other Personnel Functions - Employee recruits, screens, selects, and evaluates the performance of subordinates and submits final recommendations to the Division Director. Employee provides input to program supervisors and regional directors in recruitment, selection, salary adjustments, performance increases, and performance evaluations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is moderately dynamic in nature, frequently responding to changes in State, federal and departmental guidelines and to needs of blind and visually handicapped individuals and consumer groups. Work requires supervision and administration of multiple programs within the Division of Services for the Blind including the rehabilitation center, medical eye care, independent living, rehabilitation program, evaluation, and business enterprise.

Variety of Work Supervised - Employee supervises supervisory, administrative, professional, technical, and clerical staff in varied areas of rehabilitation of blind and visually handicapped individuals. Programs are multidisciplinary serving medical, psychological, educational, socio-economic, and vocational needs of clients.

Number of Employees Responsible For - Employee has direct supervision of 10-14 employees and indirect supervision of 242 employees in various programs throughout the State.

III. EXTENT OF SUPERVISION RECEIVED - Employee functions with considerable independence in administering the programs and facilities under its supervision. Significant changes in programs, goals, or policies are discussed with Division Director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - The Rehabilitation Center Program is a twenty-four hour residential facility requiring assignment of some employees to three shifts.

Fluctuating Work Force - Work force is basically stable without major seasonal fluctuations.

Physical Dispersion of Employees - A significant number of employees supervised are located in regions throughout the State.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of blindness and visually handicapping conditions and related medical, mental, social, and economic problems. Knowledge of federal and State laws affecting programs and services of the Division of Services for the Blind and the rehabilitation of blind and visually handicapped individuals. Knowledge of local, State and federal resources and ability to coordinate programs and services. Knowledge of management concepts, principles, and techniques. Ability to plan, develop, organize, manage, supervise, and direct the implementation of a statewide program of services. Ability to establish and maintain effective working relationships with staff, colleagues, consumer groups, professional organizations, and public. Ability to communicate clearly in oral and written form.

Minimum Training and Experience - Master's degree in business administration, public administration, human service program administration, public administration, human service program administration, or a related field and four years of experience in program administration or management, two of which must have been supervisory in nature and preferably involving services for the visually handicapped; or a four-year degree and six years of experience in administration or management within an agency of services for the blind, two of which must have been supervisory in nature; or an equivalent combination of training and experience.