**Job Class: State Program Administrator, Director**

**Working Title: Pre-ETS Transition Program Manager**

* **Who May Apply**: This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through 01/19/2022.
* **Date Posted**: 01/13/2022
* **Closing Date**: 02/03/2022
* **Hiring Agency/Seniority Unit**: Employ & Econ Development Dept / Employ & Economic Dev-MMA
* **Division/Unit**: SSB Workforce Development X
* **Work Shift/Work Hours**: Daytime
* **Days of Work**: Monday - Friday
* **Telework**: May be eligible to telework up to 4 days per week
* **Travel Required**: Yes - 10% local and regional daytime travel with occasional overnights for conferences
* **Salary Range:**$32.46 - $46.76/hourly; $67,776 - $97,634/annually
* **Classified Status**: Classified
* **Bargaining Unit/Union**: 216 - Middle Management Association/MMA
* **FLSA Status**: Exempt - Executive
* [Connect 700 Program Eligible: Yes](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/)

**Job Summary**

Minnesota State Services for the Blind (SSB) has been serving blind, visually impaired and DeafBlind Minnesotans since 1923. It does so with a staff of 110 dedicated personnel, over 650 skilled volunteers, an active State Rehabilitation Council for the Blind and a host of community partners. Each year SSB assists thousands in leading full, active and productive lives. Come be part of a great organization in a great state.

### This position exists to oversee and manage the State Services for the Blind (SSB) Pre-Employment Transition Services (Pre-ETS) and Transition Services program. The incumbent will be responsible for administering the federally mandated 15% set-aside budget (approximately $1.4 million annually). In addition, they will supervise the Pre-ETS transition team; manage the performance of Pre-ETS transition services; draft and implement Pre-ETS transition policies and procedures; and manage strategy development for delivering services to students across the state of Minnesota.

### Minimum Qualifications

**To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and preferred qualification listed, including dates of employment.**

Four (4) years\* of experience in vocational rehabilitation, blind and deaf rehabilitation, counseling or special education

\*Bachelor’s degree in vocational rehabilitation, education, or related social service or other closely related field as determined by the agency may substitute for one year of experience; master’s degree substitutes for 18 months of experience.

Experience guiding and communicating with staff and partners at all levels.

Ability to analyze and interpret complex federal and state reports and records for adherence and conformance to federal laws, state statutes, and department policies.

Experience managing, implementing, and evaluating program budgets.

Ability to research statutes, policies, and procedures to ensure program compliance.

Experience accessing and producing various fiscal and employment related reports.

Incumbent must maintain valid driver's license, & insurance, OR have other reliable transportation.

### Preferred Qualifications

Master’s degree in vocational rehabilitation, education, or related social service or other closely related field as determined by the agency.

Skill in a secondary language.

Knowledge about the Workforce Innovation and Opportunity Act.

Experience with state contracting and procurement processes and policies.

Experience managing, implementation and evaluating budgeting of programs.

Experience accessing and producing various fiscal and employment related reports.

Experience working with young adults transitioning to work.

### ****Additional Requirements****

This position requires successful completion of the following:

This position requires an Adjustment to Blindness immersion training program. The emersion experience helps new employees understand what’s possible for people who are blind, DeafBlind or visually impaired by allowing them to experience it for themselves. The training takes place at an Adjustment to Blindness training center and can run up to 6-7 weeks.

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status).

**Application Details**

### ****Why Work For Us****

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence and understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

### ****How to Apply****

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637)

For additional information about the application process, go to <http://www.mn.gov/careers>.

### ****Contact****

If you have questions about the position, contact MorganThompson at [morgan.thompson@state.mn.us](mailto:morgan.thompson@state.mn.us?subject=State%20Program%20Administrator%20Director%2C%20Pre-ETS%20Transition%20Program%20Manager).

**Connect 700 (C700) applicants must email their certificate to**[Deed.hr@state.mn.us](mailto:Deed.hr@state.mn.us?subject=State%20Program%20Administrator%20Director%2C%20Pre-ETS%20Transition%20Program%20Manager) **by 11:59PM of the posting close date to be considered as a C700 applicant.**

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities.  If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at  [Karen.Lilledahl@state.mn.us](mailto:Karen.Lilledahl@state.mn.us?subject=State%20Program%20Administrator%20Director%2C%20Pre-ETS%20Transition%20Program%20Manager). Please indicate what assistance is needed.

**AN EQUAL OPPORTUNITY EMPLOYER**

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at [651-259-3637](tel:6512593637) or email [careers@state.mn.us](mailto:careers@state.mn.us?subject=Pre-ETS%20Transition%20Program%20Manager). Please indicate what assistance you need.