

Division Director - Public Service Manager II - Anticipated Vacancy

Augusta, Maine, United States | Management & Supervisory | Full-time

Apply by: Oct. 11, 2023

Department of Labor - Bureau of Rehabilitation Services - Division for the Blind and Visually Impaired

Job Class Code: MA31

Grade: 31 (Confidential)

Salary: \$68,432 - \$93,184

Location: Augusta, ME

Opening Date: September 19, 2023

Closing Date: **October 11, 2023**

Are you a leader who thrives on making a difference in people's lives? If so, the Director of the Division for the Blind and Visually Impaired may be an excellent opportunity for you!

The Bureau of Rehabilitation Services at the Maine Department of Labor believes our employees should reflect the diversity of the people we serve. We welcome and encourage all applicants interested in this position who meet the minimum qualifications to apply today!

The Maine Department of Labor is accepting applications for the position of Director of the Division for the Blind and Visually Impaired within the Bureau of Rehabilitation Services (BRS). As a member of the BRS leadership team, the Director focuses on administering the activities of the Division, its policies, and programs, including those directed by the federal Rehabilitation Services Administration and related to vocational rehabilitation, independent living, and education for individuals in Maine who are blind or visually impaired as experienced throughout the natural life cycle from birth to older age. This is comprised of the education of blind students and a wide range of blindness rehabilitation services, including orientation and mobility instruction, vision rehabilitation therapy, career counseling, and employment services. Additional information about the Division for the Blind and Visually Impaired can be found [here!](#)

Primary responsibilities include:

- Directs comprehensive Education, Vocational Rehabilitation, Independent Living, and Business Enterprise programs throughout the state for individuals who are blind or visually impaired. Develops and manages a complex statewide budget in compliance with federal/state regulations, ensuring effective utilization of resources and the delivery of quality blindness rehabilitation services.
- Determines the Division's deployment of human resources, including supervision of direct service and administrative staff, based upon client service needs, available resources, and State of Maine personnel policies and procedures.
- Works collaboratively with other state agencies, councils, and community organizations to advocate for individuals who are blind and visually impaired and to ensure the optimal use of all available resources.

Minimum qualifications:

The successful candidate must have knowledge of disability rights, laws, and policies, including a deep understanding of the needs of people who are blind and visually impaired; experience in providing independent living and vocational services to these populations; and demonstrated ability to administer complex public programs.

Preference will be given to those applicants:

Preference will be given to applicants with extensive knowledge and experience generally accomplished through at least a ten (10) year combination of advanced related education and experience.

Contact information:

Questions about this position should be directed to Karen Fraser at Karen.D.Fraser@maine.gov

Application Instructions:

Interested applicants need to apply online by selecting the "Apply for this opening" button along with uploading a cover letter, current resume, and copies of any transcripts or certifications you wish to have considered while evaluating your application. *In order for us to properly determine if you meet the minimum qualifications for any posting, you must be sure your resume includes month and year for any experience listed along with the duties and responsibilities associated with each particular time period. Any experience that was not full-time employment should be identified as such.*

If you require a paper application, please download and print one here <https://www.maine.gov/bhr/state-jobs/application-process> or contact our office at 207-623-6700. Paper applications for this posting should be submitted along with cover letter and resume before the closing date to Security & Employment Service Center, 45 Commerce Drive, Augusta, ME 04330 or faxed to 207-287-2018. Be sure title of the job you are applying for is included. Applications cannot be accepted after the posting closing date.

Benefits of working for the State of Maine:

No matter where you work across Maine state government, you find employees who embody our state motto—"Dirigo" or "I lead"—as they provide essential services to Mainers every day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave** annually. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- **Health Insurance Coverage** – The State of Maine pays **85%-100%** of employee-only premiums (\$10,150.80-\$11,942.16 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- **Health Insurance Premium Credit** – Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about [program requirements](#).

- **Dental Insurance** – The State of Maine pays 100% of employee-only dental premiums (\$350.40 annual value).
- **Retirement Plan** – The State of Maine contributes **17.96% of pay** to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.
- **Gym Membership Reimbursement** – Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts** – Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Public Service Student Loan Forgiveness** – The State of Maine is a qualified employer for this federal program. For more information, visit the [Federal Student Aid office](#).
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **four weeks of fully paid parental leave**. Additional, unpaid leave may also be available, under the [Family and Medical Leave Act](#).
- **Voluntary Deferred Compensation** – Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about **additional wellness benefits** for State employees from the [Office of Employee Health and Wellness](#).

There's a job and then there's purposeful, transformative work. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. Applicants demonstrate job requirements in differing ways, and we appreciate that many skills and backgrounds can make people successful in this role. As an Equal Opportunity employer, Maine State Government embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics. If you're looking for a great next step, and want to feel good about what you do, we'd love to hear from you. Please note reasonable accommodations are provided to qualified individuals with disabilities upon request.

Thinking about applying?

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.

Apply by: Oct. 11, 2023