DUTY STATEMENT

CLASSIFICATION: Rehabilitation Administrator I (Specialist)

NAME: Vacant

DISTRICT/BRANCH: Older Individuals who are Blind Unit (023)

POSITION NUMBER: 813-023-9796-xxx

JOB OBJECTIVES:

Under the general direction of the Specialized Services Division (SSD) Deputy Director, the Rehabilitation Administrator I oversees the administration of the Department of Rehabilitation’s statewide Older Individuals who are Blind (OIB) program under Title VII Chapter 2 of the Vocational Rehabilitation Act; directs the collection of in-kind match to allow the federal distribution of federal funds; directs program data collection, such as, data reported annually to the Rehabilitation Services Administration (RSA); prepares reports including the annual RSA report; serves as program lead; provides technical expertise to the division and serves in lead capacity on blindness related issues.

50% Oversees the administration of the Department’s statewide Older Blind Program under Title VII Chapter 2 of the Vocational Rehabilitation Act; prepares and recommends policies to the Deputy, develops and promulgates requests for proposals; directs the proposal evaluation and selection processes; oversees direct service providers including issuance of grants; provides grant management oversight and ensures that all Federal laws and regulations are followed; ensures quality of programs and services.

30% Directs the collection of in-kind match to allow the federal distribution of federal funds including: Identification of viable agency sources; identification of viable match sources; development and monitor of process to receive, record, track, and monitor match received; ensuring validity, and accuracy of the match sources.

Directs program data collection, such as, data reported annually to the RSA including: Develop, establish and maintain data bases for the unit, utilizing existing data base applications, to include grant expenditures, grant performance, grant deliverables; to be used for verifiable facts on which the unit can base its decisions and for making recommendations that are data driven; develop and implement controls including periodic testing of controls and data to ensure data integrity; evaluate, monitor, review, and analyze data collected, identify and resolve data discrepancies and provide reconciliation to ensure data reliability.

Prepares reports including the annual report to the RSA; develops, produces and extracts data reports as requested by management on each of the unit’s functions and activities; responds or coordinates responses to inquiries on data collection and inputs, data collected, and statistical reports; and validates, verifies, edits, proves, and ensures consistency in reports not directly produced.

10% Provides technical expertise to the division and serves in lead capacity on blindness related issues including: Review and development of policies and procedures impacting services to the blind and visually impaired (B/VI) population; consultation on blindness and related issues; analysis of existing and proposed legislation, which has an impact on B/VI consumers; develops legislation related to individuals who are B/VI; provide technical assistance regarding contracts including transition from school to work programs, vendorizations, and alternative funding opportunities to agencies and providers; adaptive technology including, evaluation, testing, trouble shooting, individual user training, etc; development and maintenance of bulletin boards including communication forums for staff, resource sharing, and community information distribution.

5% Serves as program lead, providing training and guidance to the Associate Governmental Program Analyst (AGPA) working in the program.

MARGINAL FUNCTIONS

5% Participates in workgroups and programs within the Department and outside agencies. Serves as liaison to community based agencies that work with the B/VI. Conducts presentations regarding Department of Rehabilitation (DOR) services to community based agencies. Provides field staff with information regarding the latest services being offered by the community-based agencies.

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Employee Signature Date

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Supervisor Signature Date