**Employment Project/Program Manager III**

**Salary:**

$70,774.50 - $89,710.82 Annually

**Purpose of the Position:**

Coordinate the development and maintenance of services for individuals with developmental disabilities by assisting the Division Director, Assistant Division Director, the County’s Board for Developmental Disabilities, individuals, families, providers, and the State Division of Developmental Disabilities (DDD) in the planning and coordination of resources and programs to meet the needs of current and future King County residents who have a developmental disability. This position co-manages the Division’s Employment Program and is also responsible for performing a broad range of functions at an expert level, including coordination of King County’s supported employment efforts, and developing braided funding strategies to assist individuals to achieve employment goals.

**Job Duties:**

1. Prepare, administer, and manage contracts with community-based service organizations to ensure compliance with federal, state, and local requirements.  This includes developing and negotiating agency contracts, developing, tracking and revising program budgets, authorizing agency provider expenditures, and determining the need for contract amendments.
2. Develop and conduct monitoring activities to assure compliance with federal, state and county requirements, implementation of evidence-based practices, and resulting corrective action or training and technical assistance needs.
3. Develop program policies/procedures related to the implementation of state and county policies, and compliance with federal, state and county requirements.
4. Perform complex research and analysis and write complex analytical or program evaluation reports.
5. Represent the Division in multi-agency and inter-jurisdictional meetings and community meetings.
6. Plan, build agendas and effectively facilitate meetings with providers, other governmental professionals, advocacy groups and the general public.
7. Handle politically sensitive calls from individuals, families, agency providers, State Case Resource Managers, advocates, and other community members.
8. Act as liaison for supported employment efforts in King County government and work with supervisors, management, and Human Resource staff from multiple departments to promote employment opportunities across the County for people with developmental disabilities.
9. Establish and maintain strong working relationships with State DDD, State Division of Vocational Rehabilitation (DVR), staff from other counties, employment vendors, school personnel, advocacy groups and other community partners to improve the coordination of employment resources for individuals with developmental disabilities.
10. Assist in the development of braided funding strategies using a variety of revenue sources to fund employment-related items and supports for individuals with developmental disabilities.
11. Work with employment service providers to ensure braided funding strategies meet providers’ business needs and cover their service costs.
12. Develop, coordinate and deliver training on a variety of policy and procedural topics to contractors, advocacy groups and other community partners.
13. Other duties as assigned.

**Experience, Qualifications, Knowledge & Skills:**

* Bachelor’s degree in a related field or equivalent combination of education and experience.
* Experience in administration or management of an employment program or agency.
* Demonstrated knowledge and skill in planning, evaluating, and managing a budget consisting of multiple funding sources and subject to federal, state and county requirements.
* Knowledge of Social Security Administration Work Incentive programs, federal Medicaid and Medicare programs, and State Healthcare for Workers with Disabilities program.
* Knowledge of the division’s Community Access program.
* Demonstrated knowledge of the State DDD Medicaid Waiver program.
* Demonstrated knowledge of the role of other relevant agencies and systems in supported employment, including school districts and the State DVR.
* Demonstrated ability to develop and maintain effective working relationships with a broad range of constituents, including individuals with disabilities, parents, community-based service providers, State DDD case managers, and other government partners.
* Demonstrated experience in the areas of research, analysis, policy or program development, planning, systems development and public involvement, and implementation.
* Demonstrated experience in developing, implementing, monitoring and reporting on data driven evaluation systems.
* Demonstrated ability to create multi-use spreadsheets and databases; gather, manipulate and use data for decision making; research and analyze complex data from a variety of sources and synthesize information for communication and use by others; prepare complex reports involving technical and financial information for targeted users.
* Demonstrated ability to function sensitively in a political environment, including effectively responding to consumer inquiries, concerns and/or complaints.
* Demonstrated oral communication skills including the ability to make effective presentations to diverse audiences.
* Demonstrated professional level writing skills, including policy and procedure development.
* Demonstrated ability to develop and deliver professional level training.
* Proficiency in the use of Microsoft Office including Word, Excel, PowerPoint, and Outlook.
* Successful criminal history background clearance from the Washington State Department of Social and Health Services Background Check Central Unit.
* Valid Washington State Driver’s License or ability to travel throughout the County in a timely manner.