Department of Rehabilitation Services

**Please Post**

**Job Announcement # 12-079**

## Position Title/Code/Level: Programs Manager Level I, H10A

##### Location: VR #26 - Claremore

**Number of Positions/PIN:** **(1) – Classified** **/** **80500848**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level I (Pay Band M) $3,146.00 $4,194.67 $5,243.33

**Beginning Date: Wednesday November 30, 2011**

**Ending Date: Tuesday, December 13, 2011 at 11:59 pm**

**Essential Functions:** This position is responsible for supervising professional level and support staff in three (3) offices in Northeast Oklahoma in the provision of VR Services to Oklahoman’s with disabilities. Duties will include providing direction and guidance for program services and operations as well as providing proper interpretation of agency rules and policies; completing and reviewing periodic reports; conducting administrative audits and implementing controls to assure accountability. Prefer applicants who meet CSPD requirements. Candidate must be willing to perform all job related travel. **Probationary period (or trial period if applicable) is required**.

**Education and Experience Requirements:** Level I - required at this level consists of a master’s degree and one year of professional supervisory, managerial, consultative or administrative experience in public health administration, social work, child support, adult protective services, child welfare, guidance and counseling, nursing, developmental disabilities, probation and parole, employment services, public administration, community-based prevention and diversionary youth services programs, juvenile justice, rehabilitation or disability services or counseling, or vocational evaluation or vocational rehabilitation,  or an equivalent combination of education and experience, substituting one year of professional level experience in the above listed areas for each year of the required education.

**NOTE:**   No substitution will be allowed for the required professional supervisory, managerial, consultative or administrative experience.

**Selective Qualification:** Applicants must have one year of professional supervisory, managerial, consultative or administrative experience in rehabilitation or disability services.

**Method of Application:** ALL SOURCES – Applicants, without previous classified state service, those that are in the unclassified status OR currently in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.ok.gov/opm/](http://www.ok.gov/opm/)). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights;Submit **one (1) complete set** of all of the following application materials: A cover letter that contains the **Job Announcement Number, Job Title and Job Code** of the position for which you are applying, a telephone number where you can be reached during office hours, your home mailing address, your e-mail address, your current classification and job code **and** a completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B). DRS’ requires applicants to provide copies of performance evaluations at the interview process.

 **Send OPM 4B and Cover letter to:**

 **Department of Rehabilitation Services**

 **Attn:  Human Resources Unit**

 **3535 NW 58th Street, Suite 500**

 **Oklahoma City, Oklahoma 73112**

If you have questions regarding this position or the application process, contact Calvin Small at (405) 951-3527 or Randal Zotigh at (405) 951-3454.

**An Equal Opportunity Employer**