Department of Rehabilitation Services

**Please Post**

**Job Announcement # 16-110**

## Position Title/Code/Level: Programs Manager, H10B, Level II

##### Location:  VS #64 - Tulsa

**Number of Positions/PIN:** **(1) – Classified** **/** **80500260**

#### Monthly Salary Range: Minimum Midpoint Maximum

#### Level II (Pay Band N) $3,596.92 $5,275.44 $6,594.30

**Beginning Date: Friday, February 26, 2016**

**Ending Date: Monday, March 28, 2016 at 11:59 pm**

**Essential Functions:** This position is responsible for supervising professional level and support staff consisting of Vocational Rehabilitation Specialists, Rehabilitation of the Blind Specialists (both teachers and O&M instructors), and Rehabilitation Technicians in the provision of Vocational Rehabilitation Services to Oklahoman’s with disabilities specifically related to blindness, and low vision. Duties include providing direction and guidance of agency rules and policies, completing and reviewing periodic reports, conducting administrative audits, implementing controls to assure accountability, and evaluating the work load of individual staff members. Program managers are expected to model the way by participating in covering caseloads, staying up to date in blindness living skills training methods, in promoting high quality customer outcomes, and in community outreach. Mentoring/coaching new staff or current staff struggling to meet standards will be a priority. Applicant must be willing to perform all job related travel and to attend all training necessary to be familiar with blindness, in order to promote and understand the wide variety of possibilities available for our customers to succeed. Preference may be given to candidates who meet CSPD requirements. **Probationary period, or trial period, if applicable is required.**

**Background Check:** The Department of Rehabilitation Services will conduct a criminal background check on new hires as part of an offer of employment that is made contingent upon a successful criminal background check.

**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, early childhood development and education, 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, experience in instructing/directing a community service or recreational program 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. Level II - requirements at this level consist of those identified in Level I plus one additional year of professional supervisory, managerial, consultative or administrative experience in one of the qualifying areas.

**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 Management and Enterprise Services OKJOBS on-line **External Listings** applicant system (www.jobaps.com/ok/). Current State of Oklahoma employees with permanent status in the classified service, or those having reinstatement rights must apply through the Office of Management and Enterprise Services OKJOBS on-line **Internal Listings** applicant system (www.jobaps.com/OK/promo.asp).

If you have questions regarding this position or the application process, contact Calvin Small at

(405) 951-3527 or Stephanie Roe at (405) 951-3454.

**An Equal Opportunity Employer**