Oklahoma Department of Rehabilitation Services

**Please Post**

## Job Announcement # 18-078

**Position Title/Level/Code:** **Division Administrator, 4534**

##### Location: Visual Services Division, State Office

##### Number of Positions/PIN: (1) – Unclassified / 80500965

#### Annual Salary Range: $83,600.00 to $93,600.00

###### Beginning Date: Thursday, November 9, 2017

**Ending Date:** **Monday, November 27, 2017 at 11:59 p.m.**

**Essential Functions:** This position is under the administrative direction of the Director of the Department of Rehabilitation Services, directs all operations of the Division of Visual Services; plans, organizes and administers the delivery of vocational rehabilitation services statewide; formulates policies and procedures; reviews and evaluates program reports; makes recommendations for improvement of practices and procedures; develops implementation plans for new programs; assists in preparation of the budget. Applicant must be willing to perform all job related travel.

**Education and Experience Requirements:** Completion of the curriculum requirements for a master’s degree and seven (7) years of professional level experience in rehabilitation, including four (4) years in administrative or supervisory capacity; OR an equivalent combination of

education and experience. Note: No substitution is permitted for the required administrative or supervisory experience.

**Method of Application:** *DRS only-*Resumes will be accepted and must include job name and announcement number and a complete listing of all qualifying educational and employment data, including complete dates, mailing addresses, e-mail addresses and telephone numbers. Please submit three professional references, with telephone numbers to be reached during office hours, with your resume.

Send Cover letter and Resume to:

Department of Rehabilitation Services

Attn: Human Resources Unit

3535 NW 58th Street, Suite 500

Oklahoma City, Oklahoma 73112

Fax: (405) 951-3543

If you have any 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**