

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Wallingford Office, 104 South Turnpike Road, Individual & Family Support

Job Posting No: 104912

Hours: First Shift - Full Time - Monday-Friday - 8:30am-5:00pm

Salary: \$2, 898.59 bi-weekly

Closing Date: June 24, 2013

Eligibility Requirement: Candidates must have applied for and passed the DS Program Manager (General) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: This position is responsible for administering the South Region's annual budget for Family Grants as well as working with Transition Coordinators in the area of employment including joint projects with the Department of Education and the State Department of Rehabilitation Services. Duties include: directs staff and operations of a unit; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; manages program budget for service area within a region or oversees distribution of funds among regions for a program area; maintains contacts with individuals both within and outside of unit who might impact on program activities; oversees accounts and funding related to family support programs; analyzes cost data; participates in selection of providers including negotiation and monitoring of contracts; makes recommendations for service enhancements; organizes and/or manages task forces and community agencies and councils as well as ad hoc work groups; manages and/or coordinates development of reports and recommendations; keeps department managers informed of program activities; assists in identification and determination of priorities; may mediate disputes between providers and families; may manage implementation of demonstration of ongoing products; may collaborate with other state agencies and private sector to train and place welfare recipients and others in providing respite services; may develop, coordinate and supervise leisure time activities in partnership with community organizations; may manage activities to identify and/or adapt new concepts, ideas and state of the art programs; may serve as on-call officer for region; performs related duties as required.

Minimum Skills Required: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern principles and practices of community based integrated services for persons with developmental disabilities and related conditions; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Substitution Allowed: 1. College training in education, psychology, rehabilitative therapy, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of the General Experience. **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, and last two (2) performance appraisals. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
FAX: 203-294-5160 OFFICE: 203-294-5122

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.