



YAMHILL COUNTY CAREER OPPORTUNITY

Job #DD20-074

Recruitment closes October 26, 2020 at 3:00 p.m.



Program Manager III

HHS/Developmental Disabilities Program

Salary: \$5652 - \$6342/month (DOE) with Excellent Benefits

Our Community

Yamhill County has approximately 102,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield College and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



The Developmental Disabilities Manager

This is a regular full-time position for a program manager to develop, coordinate, evaluate, and manage organizational efforts in planning and implementation of program activities within general program area. Consults with other public and private entities in development of facilities and programs. Prepares and implements program budgets in conjunction with HHS Administration. Provides training programs to department staff and other agencies. Assists community agencies in preparing applications for local, state, and federal financing of programs and services. Employs and evaluates program staff. For more complete details, please see the attached job description.

THIS IS A NON-BARGAINING POSITION

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage for the entire family. For the 2019-20 plan year, the County pays 99% of the monthly premium and employees pay 1% (\$15.90 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available. **(Premium rates for the 2020-2021 plan year have not yet been determined.)**

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability – 100% County paid

Life insurance - \$6,000 for employee/\$2,000 for spouse and children – 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, you will earn 12.38 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



The Qualifications

Must have knowledge of the public service system for developmental disabilities services in Oregon and at least:

A bachelor's degree in behavioral science, social science, health science, special education, public administration, or human service administration and a minimum of four (4) years of experience with at least two (2) of those years in developmental disabilities services that provided recent experience in program management, fiscal management, and staff supervision; **or** six (6) years of experience with staff supervision; **or** six (6) years of experience in technical or professional level staff work related to developmental disabilities services. A master's degree or advanced training preferred. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered. A valid license to drive in Oregon and an acceptable driving record are also required.

Will be subject to successful completion of a background check.



The Candidate

The successful candidate will be a high energy, mission-oriented leader who exhibits excellent communication skills, both verbally and in writing. They will possess excellent customer service skills, the ability to multi-task, effective problem solving skills, flexibility, and an ability to learn County policies and procedures quickly and must also be self-directed, detail-oriented, and possess the ability to work and interact with staff, clients, and members of the public in a courteous, professional manner.

In order to qualify for most HHS positions, applicants:

- **Must not be excluded from participation in federal health care programs (Medicaid, Medicare, and other federally-funded programs that provide health benefits); and
- **Must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

Employees must be able to perform the essential functions of this classification with or without accommodation.

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (535 NE 5th St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions or need assistance or accommodation with any part of our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form.



WORKING TITLE: DEVELOPMENTAL DISABILITIES MANAGER	CLASSIFICATION: PROGRAM MANAGER III
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: DEVELOPMENTAL DISABILITIES
PAY RANGE: NBYCM 27	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2020

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Develops, coordinates, evaluates, and manages organizational efforts in planning and implementation of program activities within general program area. Consults with other public and private entities in development of facilities and programs. Prepares and implements program budgets in conjunction with HHS Administration. Provides training programs to department staff and other agencies. Assists community agencies in preparing applications for local, state, and federal financing of programs and services. Employs and evaluates program staff. May assist HHS Director and Deputy Director with oversight of budgets, accounts receivable, and computer applications. May have responsibility for coordination with other health and human services programs. Has management responsibility for hiring and evaluating of program staff.

SUPERVISION RECEIVED:

Works under general supervision of the Department Deputy Director with considerable independent judgment.

SUPERVISION EXERCISED:

Individuals in this class generally supervise in excess of 15 staff within their program area.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Maintains responsibility for overall development, coordination, and management of program services, including evaluation and screening of clients, setting program priorities, completing reports and data management.
- Monitors and ensures compliance with local, state, and federal regulations.
- Maintains responsibility for programs servicing individuals with developmental disabilities.
- Designs program activities to meet service needs and advises Department Director or designee of particular program area staffing and budget needs.
- Designs program objectives and methods of evaluation of success in meeting objectives.
- Employs, supervises, evaluates, and provides training of program staff.
- Plans and implements programs which respond to consumer needs including development of new programs.
- Defines procedures for utilization reviews; insures that utilization reviews are conducted within timelines set by administrative review and/or professional standards.

Program Manager III – Developmental Disabilities Manager

- Maintains responsibility for program areas; service coordination, quality assurance, collection and timely reporting of information, monitoring of client services, foster care recruitment and licensing, eligibility, and abuse investigations.
- Assumes responsibility as acting Director during absence of HHS Director, as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Rules, laws, and policies governing department operation.
- Developmental disabilities policy and skills in guiding program operations and staff supervision.
- Supervisory and management principles and practices.
- Grant application preparation.
- Principles and practices of developmental disabilities delivery systems, including budgetary oversight inclusive of acquiring state and federal match dollars.
- Laws relating to developmental disabilities and other social service agencies.
- Public service system for developmental disabilities services in Oregon.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Preparing reports.
- Administrative abilities as required by the position.

ABILITY TO:

- Maintain effective working relations with public, other employees, advisory groups, and elected officials.
- Maintain effective working relationships with contractor and stakeholder entities such as Oregon Department of Human Services, Brokerages and community provider organizations.
- Translate program needs into budget form.
- Conduct planning, evaluation, and monitoring of programs and services.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree in behavioral science, social science, health science, special education, public administration, or human service administration is required in addition to a minimum of four (4) years' experience with at least two (2) of those years of experience in developmental disabilities services that provided recent experience in program management, fiscal management, and staff supervision; or six (6) years' experience with staff supervision; or six (6) years' experience in technical or professional-level staff work related to developmental disabilities services. A master's degree or advanced training preferred. Any satisfactory combination of experience or training which ensures the ability to do the job will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Program Manager III – Developmental Disabilities Manager

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.