

## DEVELOPMENTAL DISABILITIES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the developmental disability programs and services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises the implementation of the Developmental Disability Plan; conducts data collection pertaining to services, projections, resources, and service gaps.

Directs the preparation of long and short range objectives; evaluates program effectiveness; develops, monitors and evaluates programs and grants serving the unit's clients.

Interviews applicants to determine eligibility for participation in disability programs; refers qualified applicants for appropriate case services.

Provides technical guidance to the Developmental Disability Council; informs council members of current policies, practices, and procedures of the Development Disability programs and services.

Inform the public, agencies, and interested parties of the available services provided to the handicapped.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and methods of developmental disability rehabilitation.

Knowledge of current social, economic, and health problems and available resources with special emphasis on factors related to vocational rehabilitation.

Knowledge of public and private agencies and institutions and community groups in order to develop functional relationships to the developmental disability program.

Knowledge of employment practices, skills, abilities, and physical demands of the more common occupations.

Ability to administer the program and activities of the developmental disability unit.

Ability to make decisions in accordance with appropriate laws, regulations, and other program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience as a Rehabilitation Supervisor I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in rehabilitation, guidance and counseling, special education, psychology, sociology, or closely related field; or

(b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission