

SUPPORT SERVICES ADMINISTRATOR
DEPARTMENT of INTEGRATED SERVICES for INDIVIDUALS with DISABILITIES
(DISID)

NATURE OF WORK IN THIS CLASS

Administers island-wide human services programs for individuals with disabilities.

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.)

Administers human services programs for individuals with disabilities.

Recommends and develops new human program services and/or coordinates existing services to enhance the development of individuals with disabilities.

Establishes guidelines, policies, and procedures; sets program goals, priorities, and evaluates progress and results; prepares long term strategic planning as it relates to program needs.

Provides assistance, advice, and recommendations to the Division of Support Services for Individuals with Disabilities Council (DSSIDC).

Provides outreach and promotional activities to potential clients and their families, and to ensure that information and consultative services to the public and other private/public organizations engaged in matters relative to individuals with disabilities are received.

Reviews and analyzes operational reports to determine effectiveness of the programs and implements necessary changes.

Evaluates the program policy changes on the basis of reviews, studies, and recommendations.

Confers and consults with specialists in the various fields affecting individuals with disabilities such as health, education, commerce, social services, mental health, and vocational rehabilitation.

Identifies, analyzes, and interprets specific unmet needs for individuals with disabilities, and translates such needs into essential programs and services as may be feasible.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques applicable to human services programs for individuals with disabilities.

Knowledge of current social, economic, human services programs, and resources with special emphasis on factors related to individuals with disabilities.

Knowledge of federal and local programs, laws, rules and regulations pertaining to individuals with disabilities.

Knowledge of the principles, practices, and techniques of program administration and supervision.

Knowledge of the principles and practices of management and public administration.

Ability to interpret and apply pertinent laws, rules, regulations, and other program guidelines.

Ability to analyze and evaluate program plans and operations and recommend/implement changes to improve effectiveness.

Ability to identify, coordinate, develop, and evaluate community resources.

Ability to work effectively with the public and employees.

Skill in developing community support, awareness of various resources, and community organization.

Ability to communicate effectively.

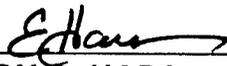
MINIMUM EXPERIENCE AND TRAINING

Four (4) years of experience in community services dealing with individuals with disabilities of which two (2) years shall be administrative and graduation from a recognized college or university with a Bachelor's Degree in Special Education, Social Work, or related field.

ESTABLISHED: OCTOBER 1998

PAY GRADE: Q

HAY EVALUATION:	KNOW HOW:	FI3	304
	PROBLEM SOLVING:	E4 (43%)	132
	<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>152</u>
	TOTAL POINTS:		588



ELOY P. HARA
Executive Director
Civil Service Commission