



<b>WORKING TITLE:</b> DIVISION MANAGER	<b>CLASSIFICATION:</b> DIVISION MANAGER
<b>DEPARTMENT:</b> HHS	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> NBYCM 24-29	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Develops, coordinates, evaluates, and manages organizational efforts in planning and implementation of a program within a division. Consults with other public and private entities in development of facilities and programs. Prepares and implements program budgets. 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. Assists Department Head as needed, for operational oversight.

***SUPERVISION RECEIVED:***

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

***SUPERVISION EXERCISED:***

Supervises other staff and volunteers as necessary; provides direction and supervision for both clerical and professional staff.

**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:**

- Manages, coordinates, and develops 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.
- Responsible for programs servicing clients who are mentally and emotionally disturbed, developmentally disabled, have alcohol/drug problems, and others problems identified by policy.
- Designs program activities to meet service needs and advises Department Director of particular program area staffing and budget needs.
- Designs program objectives and methods of evaluation of success in meeting objectives.
- Responsible for direct program activities.
- Employs, supervises, evaluates, and provides training of program staff.
- Administers and supervises large budgets and staff.
- Responsible for planning and implementation of programs which respond to consumer needs including development of new programs.

- Defines procedures for utilization reviews; insures that utilization reviews are conducted within time lines set by administrative review and/or professional standards.
- Assists the Department Director with Public Health policy development and nursing operations.
- Provides and ensures supervision for Abacus staff.
- Assumes responsibility as acting Director during absence of Department Director.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Rules, laws, and policies governing department operation
- Supervisory and management principles and practices

#### **SKILL IN:**

- Communicating effectively, both orally and in writing.
- Preparing reports.
- Preparation of grant applications.
- Demonstrated administrative abilities.

#### **ABILITY TO:**

- Translate program needs into budget form.
- Conduct planning, evaluation, and monitoring of programs and services.
- Establish and maintain effective working relationships with other employees, advisory groups, elected officials, and the public.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Possession of an appropriate undergraduate degree in a related field. Master's degree or advanced training preferred. Five years of relevant postgraduate experience with progressive responsibilities in program administration or supervision. Graduate level course work and training may be substituted for up to two years' experience.

#### **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.

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. 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 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.*