



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES

December 2, 2016

REGION V – BALTIMORE, CECIL, HARFORD & HOWARD COUNTIES

Promotional Opportunity Limited to DORS Employees Only

- POSITION TITLE:** Program Manager I (Rehabilitation Field Operations Services Regional Manager)
- POSITION NUMBER:** 039985 (Jobaps 16-005476-0027)
- SALARY:** State Salary Grade 19
Annual Salary Range: \$53,193 - \$85,401
- LOCATION:** 10461 Mill Run Circle, LL1, Owings Mills, Maryland 21117
(Covering Baltimore, Howard, Harford, Cecil and Kent Counties)
- NATURE OF WORK:** This position is responsible for directing and coordinating a comprehensive program of vocational rehabilitation services to the Owings Mills, Columbia, Towson, Bel Air and Elkton Offices in the Office of Field Services' Region V (Baltimore, Howard, Harford, Kent and Cecil Counties), and supporting the Regional Director with field operations throughout the region.
- DUTIES AND RESPONSIBILITIES:** Plan, coordinate, supervise, and evaluate the work of Office of Field Services Vocational Rehabilitation Supervisor and staff in Owings Mills, Columbia, Towson, Bel Air and Elkton Offices; assist the Regional Director in establishing operating policies and procedures that align with the Agency's goals, mission, and objectives; develop and maintain cooperative relationships with private, governmental, and community programs and businesses to facilitate employment of individuals with disabilities. Additionally, provide oversight in the regional management of personnel, fiscal resources, and ensure adherence to related policy and procedures; serve as Agency representative at consumer appeal hearings and participate with workforce development committees and groups.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree in from an accredited college or university. A Master's Degree and/or course work in Management, Supervision, or Administration, or Certification by an approved Commission is preferred.
EXPERIENCE: Four years of professional work experience in providing rehabilitation services, two years of which must have been as a Vocational Rehabilitation Technical Specialist and one year of the required experience must have included direct supervision of other professional employees or the technical lead of a vocational rehabilitation sub-program.
NOTES: Thirty credit hours in may be substituted for the required education.
- ESSENTIAL REQUIREMENTS:** Knowledge of vocational rehabilitation policies, procedures, regulations, and directives in planning and administration of professional rehabilitation services; knowledge of Federal and State laws and regulations governing the administration of vocational rehabilitation services; knowledge of principles of effective techniques of determining program effectiveness and management and supervision of staff. Ability to plan and organize assigned work to accomplish established goals in a timely manner; ability to communicate clearly and effectively; and develop effective working relationships with other rehabilitation officials, State, and federal legislators, employees and the general public.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.org) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – **Program Manager I (Rehabilitation Field Operations Services Regional Manager) #039985 - JobAps #16-005476-0027**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by December 9, 2016