



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

May 17, 2019

POSITION TITLE: Program Manager Senior II – Director of Rehabilitation Services
Administration and Financial Support

POSITION NUMBER: 039812 (JobAps# 19-005483-0006)

SALARY: State Salary Grade 24
Annual Salary Range: \$75,461 - \$121,164

LOCATION: Division of Rehabilitation Services Headquarters
2301 Argonne Drive
Baltimore, MD 21218

NATURE OF WORK: This is a professional management position serving as a liaison for the Assistant State Superintendent responsible for administering, directing, and managing the Division of Rehabilitation Services (DORS) Office of Administrative and Financial Support Services which includes establishing and maintaining both Federal and State reporting systems needed to support the delivery of the Vocational Rehabilitation (VR) program and Disability Determination Services (DDS).

DUTIES AND RESPONSIBILITIES: Manages, oversees, directs, and implements plans for the Division's resource allocation, Social Security reimbursement program, workers compensation, Veterans Administration, and other third party income programs based on DORS' strategic and annual plans; advises the Assistant State Superintendent on regulations, policies, rules, and procedures related to Division; functions as the Division lead in the absence of the Assistant State Superintendent; serves as a member of the Division's Executive Staff, maintaining effective liaison with staff of the Department of Education and other State and Federal agencies; represents the Division when requested for Rehabilitation Services, Maryland Board of Public Works, citizen's groups, professional organizations, Federal officials, and representative assemblies; develops and approves budget and serves as the contact person for inquiries related to budget issues, audits, fiscal impact requests and social security income; establishes overall program goals to satisfy program objectives and ensure alignment with Division goals.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree or Master's Degree or 36 post baccalaureate credit hours of coursework from an accredited college or university in in Public Administration, Management, Supervision, or Administration, or Certification by an approved Commission is preferred.

EXPERIENCE: Six years of administrative and/or management experience in a Vocational Rehabilitation Program, or similar type of State program.

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 supervision of staff; skill with financial information systems reporting and data analysis; 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.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) -or- complete an MSDE Application on [marylandpublicschools.org](#) and mail to jobs.msde@maryland.gov. 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 Senior II – Director of Rehabilitation Services Administration and Financial Support #039812, (JobAps # 19-005483-0006)**. 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:

For immediate consideration please submit your application by **May 31, 2019**.