

**CLASS TITLE:**

**ASSOCIATE ADMINISTRATOR  
OF COMMUNITY SERVICES  
FOR THE DEVELOPMENTALLY DISABLED**

**Class Code: 02826600**

**Pay Grade: 29A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting the Habilitative Service Manager of the State Operated Facilities in the development, direction, review and coordination of community staff in rendering services to people with an intellectual and developmental disability and their families within the community; to plan, organize, coordinate, and direct a comprehensive state-wide individually designed program which will provide individual or group residential services and/or day activities to people with an intellectual and developmental disability who may benefit from the unique and innovative services offered by this office; to design, direct and implement comprehensive programs to meet individual needs of specific consumers with an intellectual and developmental disability; to coordinate the work of staff with other disciplines as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Habilitative Service Manager from whom general, and occasionally, specific assignments are received with a considerable degree of latitude for the exercise of initiative and independent judgement; work is subject to review upon completion through conferences and reports for results obtained and conformance to established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Assists in the planning, direction, coordination and supervision of direct care and professional staff engaged in providing community services to people with an intellectual and developmental disability; responsible for various classes of employees to initiate, plan, coordinate, supervise and review the work of subordinates; and provide written reports as required.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting the Habilitative Services Manager in the development direction, review and coordination of community services rendered to people with an intellectual and developmental disability and their families within the community.

To interview parents, advocates, consumers, and others to determine specific needs.

To work with consumers and others to design programs and services.

To establish and maintain relationships with consumers, their advocates and others.

To conduct program audits of rehabilitation programs and community group homes to determine that community needs of people with an intellectual and developmental disability are being met.

To establish and maintain relationships and communication with private and state providers of service to people with an intellectual and developmental disability.

To actively seek out consumers not currently being served by State Operated Facilities.

To coordinate new services with existing services.

To initiate plans to meet specific consumer needs.

To coordinate the planning for consumer satisfaction.

To be responsible for directing and coordinating the work of staff engaged in the custody, guidance, and training of consumers with an intellectual and developmental disability.

To direct subordinates in meeting specific consumers needs.

To assist, within a community-based setting, in the development and operation of an educational and recreational program for such clients, with the purpose of developing and improving their social capacities, emotional stability and general habilitation to community living.

To design programs to meet the needs of consumers.

To provide on-the-job training.

To direct subordinates to implement care programs.

To design, or direct to be designed, specific day activities to meet the needs of consumers.

To evaluate programs and make appropriate reports.

To maintain consumer centered documentation.

To maintain necessary fiscal records and reports.

To report to superiors on the progress of Individually Designed Services.

To coordinate and review direct residential care services within a program designed to provide for, and maintain, the general health and welfare of such consumers.

To direct a Management Information system to include a comprehensive unit train plan, a tracking system for physical properties, repairs renovation and transportation system.

To assist in the review of federal and state legislation as it pertains to residential living and programming for an intellectual and developmental disability population.

To assist in the development of a sound and efficient public relations program involving the needs of, and the community services available to, people with an intellectual and developmental disability and their families within the community setting.

To act as Habilitative Service Manager in his/her absence

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge state operated facilities and private providers of service to people with an intellectual and developmental disability; a broad knowledge of the spectrum of need of people with an intellectual and developmental disability and their family; a strong ability to communicate with consumers, their families and advocates; ability to design and direct a growing and expanding program and related capacities and abilities; a thorough knowledge of rehabilitation procedures with specialized knowledge in the area of community services for people with an intellectual and developmental disability and the ability to apply such knowledge in assisting in the development, direction, review and coordination of community service programs to meet the needs of consumers within a community setting; a thorough knowledge of community resources and the ability to apply such knowledge in providing social and rehabilitative services to people with an intellectual and developmental disability and their families; a working knowledge of Federal and State legislation pertaining to community services for people with an intellectual and developmental disability; the ability to conduct program audits and review of rehabilitation programs and community group homes to determine their effectiveness; the ability to assist a superior in supervising a professional staff engaged in providing community services to people with an intellectual and developmental disability; the ability to participate, with superiors, in the development of policies and procedures for community services for the developmentally disabled; the ability to serve as a consultant to various State, Federal, community agencies providing services to people with an intellectual and developmental disability in the community; the ability to establish and maintain close working relationships with various Federal, State, community and private agencies; the ability to communicate effectively with divergent groups within the community and to assist in establishing a public relations program defining the need of, and the community services available to, people with an intellectual and developmental disability and their families and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Bachelor's Degree in Education, Psychology, Social Sciences, or a related field; and

**Experience:** Such as may have been gained through: more than two (2) years of experience in providing and/or designing day and/or residential services to people with an intellectual and developmental disability.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997  
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