

REHABILITATION SERVICES EXECUTIVE**Nature of Work**

Under general direction, performs professional administrative and managerial work as the deputy director of vocational rehabilitation programs for the state. Reports to the director of the Division of Rehabilitation Services. Performs related work as required.

Examples of Work

- Directs the work of subordinates who are responsible for program areas within the Division of Rehabilitation Services.
- Oversees the operation of a variety of programs within the Division of Rehabilitation Services for which others are directly responsible.
- Assists program directors in the development of objectives, policies and procedures for their areas of assignment.
- Assists in the development of the overall agency budget.
- Plans and leads agency management conferences, planning sessions and training sessions.

Knowledge, Skills and Abilities

- Knowledge of vocational rehabilitation theory, principles and practices.
- Knowledge of the Division of Rehabilitation Services programs and services.
- Ability to develop and analyze budget requests.
- Ability to supervise and direct the work of other administrators.
- Ability to maintain effective working relationships with professionals and lay people.
- Ability to organize volunteer committees.
- Ability to communicate orally and in writing.

Minimum Qualifications

- TRAINING Master's degree from an accredited college or university in vocational rehabilitation or closely related field.
- SUBSTITUTION Experience listed below may substitute for the graduate training on a year-for-year basis.
- EXPERIENCE Six years of full-time or equivalent part-time paid experience in vocational rehabilitation, two years of which must have been in an administrative capacity at a level equivalent to Rehabilitation Services Manager I.

Established: 7/16/92
 Effective: 8/16/92