REVISED: FEB 09 2003

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Adult Services Manager 1	CODE: 03125
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general supervision from adult services manager 2 or 3, acts as assistant production manager or production manager of adult services workshop & supervises registered service adult services worker, assists in procurement of & maintains contracts for merchandise manufactured by mentally retarded & developmentally disabled individuals, oversees workshop production to ensure quality of product, adherence to schedules & deadlines, monitors progress of production contracts, trains & evaluates staff, maintains inventory listing & orders supplies as necessary, participates in interdisciplinary team meetings, maintains records & prepare reports; assists & trains consumers in employment settings or enclaves;
-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	53-61	Acts as assistant production manager or production manager of adult services workshop & supervises registered service adult services workers, assists in procurement of & maintains production contracts, develops & applies standards to ensure adherence to production schedules & quality control, assigns piece rates in accordance with agency policy & current business/industry rates & evaluates efficiency of operation & program progress. Assists & directs Registered Service Adult Services Worker, to develop task assignments for workshop employees.	Knowledge of (1) office management, (2) contract procurement, (3) business (e.g., sales & marketing), (4) workshop production, (5) employee training & development, (6) supervision, (7) mental retardation & developmental disabilities foundations; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) calculate fractions, decimals & percentages, (10) understand manuals & verbal instructions, technical in nature, (11) gather collate & classify information, (12) establish friendly atmosphere as supervisor of work unit. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	**MINIMUM CLASS REQUIREMENT (including license, if any.):** Must have valid Adult Services Management 1 level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to section 5123:2-5-02 of Ohio Administrative Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	20-26	Maintains productive, efficient & safe work environment, determines supplies & equipment needed & obtains necessary equipment, supervises inventory control, acts as floor supervisor & monitors all activity & resolves problems involving individuals' behavior.	Knowledge of 1, 3, 4, 6, (13) inventory control, (14) behavior management; ability to 8, 11, 12.
3	6-12	Participates in interdisciplinary team meetings to establish individual habilitation plans & to discuss development & implementation of vocational goals & objectives.	Knowledge of 7, (15) habilitation planning, ability to 8, 11, (16) cooperate with co-workers on group projects.
4	7-13	Develops & prepares program records & reports required by funding agencies, provides information & assistance for parents, community leaders, organizations, other concerned parties & general public; prepares &/or assists in preparation of promotional literature; assists in establishing cooperative working arrangements with other service agencies & organizations; performs time studies &/or material & equipment costs studies relative to potential contracts.	Knowledge of (19) public relations; ability to 8, 10, 11. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):