REVISED: 8 February 2004

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Adult Services Manager 3	CODE: 03127
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general direction from superintendent, directs all activities of adult services program for assigned county board of mental retardation & developmental disabilities, plans, directs & implements activities related to adult services programming, designates program management personnel to supervise program activities & staff, performs public relations activities & ensures program compliance with regional & national standards;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-55	Plans, develops & implements adult services program on behalf of superintendent & county board of mental retardation & developmental disabilities, assigns program management personnel, provides administrative supervision & program direction, develops staffing plans & maintains records as required (e.g., inventory, Department of Labor, state MR/DD regulations), provides sound fiscal management & performs accounting functions for non-profit corporation, ensures delivery of services & non-profit business operations in accordance with state & federal laws (e.g., Department of Labor, Division of Wage & Hour), develops funding proposals & prepares & submits reports in timely manner.	Knowledge of (1) management, (2) supervisory principles/techniques, (3) manpower planning, (4) budgeting, (5) accounting, (6) habilitation programming for individuals with mental retardation and developmental disabilities; ability to (7) deal with many variables & determine specific action (e.g., research production), (8) develop complex reports & position papers, (9) gather, collate & classify information about data, people or things, (10) establish friendly atmosphere as adult services program director. (*) 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 3 level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to section 5123:2-5 of Ohio Administrative Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	30-50	Confers with management & supervisory personnel for planning, development & implementation of production, training, support & evaluation programs to acquire resource information & coordinates delivery of services in line with regional & national standards, provides information relative to adult services/service worker program for responsible government officials & other involved parties & to comply with local, state & federal regulations, produces promotional literature as part of public relations responsibility, identifies research, development & service areas needing attention & directs follow through activity & directs development & establishment of good communications & effective working relationships among service agencies & among individuals' parents/guardians.	Knowledge of 1, 2, (11) public relations; ability to 7, (12) write routine business letters reflecting standard procedures, (13) prepare & deliver speeches before specialized audiences & general public.
3	10-20	Establishes professional enrichment program & directs development & implementation of staff training plans, ensures high level professional program participation & oversees & monitors delivery of services & provides evaluative assessments to promote program & staff improvement.	Knowledge of 1, (14) employee training & development; ability to 7, 8, 10. (*) Developed after employment.

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