

VR Office Director II

Purpose of Class: Supervises and directs programs with broad responsibilities and provides extensive direction and professional-level technical program support activities related to VR programs; oversees and provides technical program support in areas of compliance, regulations, policies and procedures, standards, and information; responsible for supervising functions/activities of professional and support staff members; requires extensive program knowledge and expertise in overseeing/providing technical and operations support and in monitoring programs.

Distinguishing Characteristics

Level: Second in a series of two

Work Direction Received: Works under limited/administrative supervision

Direction of Others: Supervises; directs activities of subordinates; recommends job actions to superiors

Scope/Nature of Discretion: Delegated discretion; performs duties with authority to initiate and execute actions deemed necessary/desirable

Examples of Duties

Identifies potential new programs and services; independently resolves program issues and problems; assesses client satisfaction levels and ongoing quality assurance measures; investigates and researches new programs or services.

Makes decisions/recommendations regarding staff selection; directs the work of a group of employees, including professional and support staff; implements principles and techniques of performance management in supervising and evaluating staff.

Acts as primary trainer for staff members; analyzes and implements new procedures based on policy changes.

Reviews, evaluates, and makes recommendations for monitoring and correcting internal and operational systems and organizational unit performance; assists in determining records or activities to analyze, the extent of review, and the documentation to prepare; is accountable for results within parameters of the program.

Provides extensive direction and technical program guidance and support to employees in areas of compliance, regulations, policies and procedures, and program standards; determines need and makes requests for staff and funding needed to carry out program objectives.

Examples of Duties (continued)

Under administrative direction, plans and directs phases of the work of a broad program in a major area of responsibility; interprets and explains to staff and others the objectives set by senior management; directs program with agency-wide responsibilities.

Reviews previous decisions made by employees and evaluates all evidence in support of decisions; considers data in the context of statutes, rules, regulations, and program policy; makes determinations and prepares written decisions including factual issues and rationale for decisions.

Minimum Qualifications

~~Successfully meets all qualifications for VR Office Director I, with a minimum of two~~ Two years of experience at the VR Office Director I level at the Nebraska Department of Education.

Knowledge and Abilities

Knowledge

- Technical program knowledge and standard practices and procedures
- Federal and state laws, rules, and regulations that affect the program operation
- Organizational structure, functions, goals, policies, and procedures
- Office management principles and supervisory practices
- Principles, practices, and methodologies related to program parameters
- Office equipment and computer software programs
- Workings of unit and its policies and practices and related accounting procedures
- Overall agency operations and correlation to program parameters
- Established policies, procedures, practices of VR Division and NDE
- Contract requirements and review criteria/standards

Abilities

- Perform management duties with minimal supervision; make decisions without confirmation of superiors
- Interact with individuals having significant disabilities
- Interact with supervisors, employees, and the public to gain their cooperation and to establish working relationships
- Formulate and recommend modifications to program parameters to attain goals
- Apply management practices, techniques, and methodologies, to assigned activities
- Collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems
- Identify and interpret program requirements, policies, and regulations to provide guidance and advice
- Organize and present facts and opinions orally and in writing; create written materials
- Utilize resources available to complete assigned projects and program goals
- Manage fiscal and program aspects of external grants and contracts