Nebraska Department of Education
Established: 1/04 Revised: 6/14

Job Code: EDB006/EDR006/EDO006
Paygrade: 47

VR Office Director I

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

Distinguishing Characteristics

Level: First in a series of two

Work Direction Received: Works under limited supervision

Direction of Others: Leads/Supervises; provides assistance to and directs the actions of subordinates with an emphasis on short-term, operational results; recommends job actions to supervisors

Scope/Nature of Discretion: General/Delegated discretion; supervises and directs with moderate opportunity to exercise independence within broadly-defined policies and procedures; has authority to take required actions

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.

Provides considerable direction and program guidance and support to employees in areas of compliance, rules, regulations, policies and procedures, and program standards; provides support to staff on special projects from the standpoint of training, support, and documentation.

Develops and implements public information activities and products to garner support for programs; provides information to clients, service providers, and general public to increase awareness of program; coordinates local and statewide activities and ensures consistency in program implementation; plans and promotes special events.

Examples of Duties (continued)

Approves and monitors programs for eligible persons enrolled in programs under the provisions of federal/state legislation; applies federal law and regulations and agency policies.

Maintains regular and reliable attendance.

Minimum Qualifications

Bachelor's degree in a related field and four years of experience related to the essential functions of the position. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

Knowledge and Abilities

Knowledge

- Technical program knowledge and standard practices and procedures
- Federal and state laws, rules, and regulations affecting program operation
- Organizational structure, functions, goals, policies, and procedures
- Office management principles, methods, and procedures
- 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

Abilities

- Perform management duties with minimal supervision
- 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