

STATE OF NEBRASKA CLASS SPECIFICATION  
**DEVELOPMENTAL DISABILITIES SERVICE**  
**DISTRICT ADMINISTRATOR**

EST: 07/11 - REV: 10/11

CLASS CODE: G78601

**DESCRIPTION:** Under administrative direction from the Developmental Disabilities (DD) Division Deputy Administrator for Services, responsible for the administration, direction and organization of a DD Services District responsible for service coordination for persons with developmental disabilities. Plan, organize and direct District functions and ensure activities are carried out in compliance with state and federal laws, applicable regulations, division and district wide goals and objectives. Serve as liaison with service providers, community members, and agency Developmental Disabilities Division staff. Develop and implement District's quality assurance plan; develops policy; monitors provision of services and coordination of service authorization; supervises Developmental Disabilities Service Coordination Supervisors; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Plans, organizes and directs a DD District, including developing and administering program objectives, strategies, policies, procedures and priorities. Secures and allocates resources to carry out goals and objectives.

Develops, recommends and implements policies and procedures to respond to changes in program needs, objectives, and priorities to improve the effectiveness of service delivery and program operations.

Develops and implements quality enhancement policies and plans at the District level to evaluate performance relative to program goals and objectives; identifies action plans to address areas of improvement to ensure the needs of clients are met and to ensure compliance with program and funding requirements.

Develops budget justifications for major expenditures such as staffing, facilities, and equipment.

Confers with DD Deputy Administrator for Services concerning the operation of the District service coordination system including resolution of administrative and service coordination issues. Confers with program staff, other administrators, client advocacy interest groups, entities and private community organizations to discuss agency programs, outcomes and/ or policies, resolve problems and explain proper application of policies.

Develops collaborative relationships with the network of providers (specialized and non-specialized), advocacy entities, advisory boards, other governmental entities, and community organizations to further the communities/district continuum of care including coordination and integrating waiver services; coordinate activities so that goals and objectives of the Division are met and to facilitate quality service delivery and community supports.

Meets with advisory boards, representatives of other state agencies and service providers involved in the delivery of developmental and intellectual disability services for the purpose of planning and coordinating service delivery.

G78601 - DD SERVICE DISTRICT ADMINISTRATOR I (continued)

Directs Service District operations through subordinate Developmental Disabilities Service Coordination Supervisors to attain goals and positive outcomes of Service Coordination/Maximizing Independence and to ensure consistent application of administrative programs and policies, establish functional work activities and organizational relationships to meet the District's goals and objectives. Selects/hires and trains supervisors and key program staff, sets clear performance expectations for supervisors. Exercises adequate oversight of employee performance, including representing management in issues dealing with employee relations such as grievances, complaints and other human resources matters.

Collaborates with Division Director, Deputy Administrators and District Administrators on organizational strategic planning.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: developmental and intellectual disabilities state and federal laws and regulations; developmental and intellectual disabilities programs and services available in Nebraska; the objectives, philosophies and functions of the Developmental Disabilities Division; quality assurance/performance improvement principles and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; and budget administration practices.

Skill in: communicating; crisis-conflict management; using logic and reasoning to identify strengths and areas needing improvement and identifying alternative solutions; facilitating large group and small supervisory teams; planning, assigning and coordinating and evaluating programs, services and resources.

Ability to: interpret and apply state and federal laws and standards, agency rules, policies and procedures, and technical narrative material; communicate effectively with a wide variety of individuals; effectively interact with program representatives and the public; apply instructions; summarize program and administrative data/statistics into reports; formulate short and long range plans; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and to assess progress toward their achievement, to analyze operational problems and develop timely and economical solutions, to create a work environment reflecting employee ownership; formulate policies to meet identified needs, goals, or objectives; and respond to changes in direction, priorities, and agency values; plan, assign and direct the work of staff (including supervisory staff, not just front-line staff); implement objectives and performance goals; assess progress toward achievement of objectives and adherence with established standards/policies; solve problems related to program administered; utilize QA/PI principles to analyze and improve program service delivery; to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in social work, business administration, public administration, human development, human services, behavioral health, law, special education, quality/project management or other closely related field AND two years of supervisory experience in developmental or intellectual disabilities program and services; OR a Master's degree in any of the above mentioned fields.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).