Job Title:	Program Development Specialist
Requisition Number:	JO-1507-2853
Grade:	13
Salary Range:	$76,397.00 - $98,429.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	7/8/2015 - 8/22/2015

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PROGRAM DEVELOPMENT SPECIALIST
CS-101-13
$76,397 - $98,429

The first screening of applicants will take place within ten (10) days of the posting of this vacancy announcement.

Job Summary
If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services (DDS), State Office of Disability Administration. The mission of the DDS is to lead the reform of the District's developmental disabilities and vocational rehabilitation service delivery system within the executive branch of the government. This is accomplished by coordinating the collaborative efforts of governmental agencies, contractor providers, Medicaid waiver providers, labor, and community leaders to improve the support, habilitation and rehabilitation services provided to consumers and clients.

The incumbent will be expected to develop and coordinate the introduction of best practices in the delivery of disability services. Researches and recommends new and innovative approaches to agency issues. Monitor new developments in the field of disability services. Coordinate opportunities for stakeholders to suggest program initiatives. Investigates and prepares formal proposals for new initiatives including preparation of financial information, results from other jurisdictions, legal issues, etc.
Coordinate monitoring activities to determine the effectiveness of initiatives or policies. Collects and analyzes data related to new initiatives, court ordered actions or other special circumstances outside of regular agency service delivery. Devise strategies to ensure the participation of the consumer population in the creation of service delivery and quality improvement initiatives relative to the provision of disability services programs.

Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation, government and corporate sources. Administer the grants from award to close out, applying appropriate management controls, and keeping abreast of changes in policies, procedures or requirements. Establishes, maintains and retains complete records of all grant-related transactions. Develop methods for effective communication of grant initiatives to stakeholders and DDS staff.
Submit substantive information for complex, long-term grants between DDS and private providers of specialized services to clients and facilities. Coordinate with the Program Manager and other staff members in the development of grants for inclusion in agency budget submissions. Coordinates, prepares and reviews, with DDS executive staff, grant announcements to ensure proper scope, adequacy and completion. Initiates, manages all phases of contracting and grant making process from initial submission to final execution. Organizes and/or participates in pre-negotiation strategy planning meetings and in negotiations meetings with contractors as a lead member of the DDS negotiation team.

Conducts reviews of organization structures, functional requirements, procedures and methodologies for program operations and service delivery and makes analysis and evaluates their effectiveness in the attainment of program goals and objectives. Collaborates and maintains liaison with numerous District, Federal private organizations and programs related to the development of service delivery strategies. Outlines the scope of social service programs/policies, contract and grant program development and assures coordination of issues impacting on social programs. Prepares fiscal analysis, studies and reports and develops recommendations for alternative courses of action which may lead to basic program reforms.
Perform other duties as assigned.

Collective Bargaining Union (Union)

This position is not in a collective bargaining unit.

Qualifications

Degree: behavioral or social science; or related disciplines appropriate to the position.
OR
Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.
OR
Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Licensures, Certifications and other requirements
NONE

Education
Behavioral or social science; or related disciplines appropriate to the position.

Work Experience

Experience with work that involved major areas of uncertainty in approach, conflicting requirements, and continuing changes in the assessment of critical contracts, grants and other administrative issues.
Experience using judgment initiative and resourcefulness in deviating from established methods to modify, adapt and refine broader guidelines to resolve specific complex issues.
Experience employing various techniques towards the speedy resolution of problems both real and potential.

The ability to make final decisions on a variety of issues, projects and assignments.

Work Environment

The work is sedentary. Typically, the incumbent sits comfortably to do the work. However, there may be some normal walking, standing, bending, and occasionally carrying of light items.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms. The work area is adequately lighted, heated, and ventilated.