

OA/Governor's Council on Disability Job Opportunity

Position:	Disability Program Specialist
Salary Range:	\$1,654.50 - \$1684.00 semi-monthly, salary commensurate with education and experience
Benefits:	Position receives state benefits including health care, retirement, and vacation
Location:	Jefferson City, MO – Cole County
Application Deadline:	April 7, 2017

Job Description

This is an experienced professional public contact work for the Governor's Council on Disability providing information and assistance to the Disability Community, employers, service providers, school districts, state and local governments and the general public.

An employee in this class is responsible for providing specialized information, referral and consultative services to individuals with disabilities, the Disability Community, employers, service providers, state and local government officials, and the general public relating to disability issues. Work may include but is not limited to coordinating the Missouri Youth Leadership Forum, regional community outreach in the state of Missouri; developing disability program initiatives; presenting workshops/trainings/seminars on disability related issues; assisting state entities with the development of disability policies; interpreting disability legislation; providing technical assistance related to Americans with Disabilities Act; actively participating in disability related organizations; and mediating disability issues. Work is performed under the general supervision of the Executive Director or other designated administrative superior; however, the employee exercises independence and initiative in the performance of assigned responsibilities within established guidelines.

Work hours are Monday through Friday, 8:00a.m. – 5:00p.m.

Desired Knowledge, Skills, and Abilities

- Ability to communicate and write effectively i.e., reports and grants
- Ability to initiate and maintain effective working relationships with individuals, community organizations, state entities, employers, and the general public.
- Knowledge of disability policy and legislation
- Proficient in computer software i.e. Microsoft Excel, Access.
- Ability to provide technical assistance to individuals with disabilities, families, service providers, community organizations, employers, state and local entities, and the general public on a wide variety of disability issues
- Actively participates in disability organizations boards; appraises member of changes in federal and state regulations
- Ability to develop promotional materials to stimulate public interest and create support for equal access for people with disabilities
- Ability to travel in the performance of assigned duties
- Ability to plan and organize work activities to achieve established program goals and objectives

Qualifications

The following education and experience qualifications are the minimum requirements used to admit or reject applicants for placement on merit system registers. When applicable, equivalent substitutions will be allowed for deficiencies in experience or education.

<https://oa.mo.gov/personnel/classification-specifications/0868>

To Apply

Successful applicants must be on the Merit Register by filling out an EASe application at <https://www.ease.mo.gov> or be appointable under the Merit System for the Disability Program Specialist classification.

In addition to the above online application, please submit an introductory cover letter, resume and **most current college transcripts** to:

Bob Wiles, Human Resources Service Center
P.O. Box 809
Harry S Truman Bldg., Room 430
Jefferson City, MO 65102

If desirable, applicants can email the above information to bob.wiles@oa.mo.gov

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