POSITION AVAILABLE:	**Division Director II**
DATE OF ANNOUNCEMENT:	**June 11, 2015**
CLOSING DATE:	**June 25, 2015**
WHERE:	**Community Day Services**
STARTING SALARY:	**$45,154.91**

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Characteristics of Work:

This is administrative work in which the incumbent serves as director of a multiple branch division within a agency, department, or institution. Work involves formulating, directing and controlling the operations of a division through branch managers and other subordinate personnel. Incumbent exercises final authority in establishing objectives, standards, and control measures for programs which are moderate in scope and major in impact. Incumbent also determines policy in own areas of expertise and provides input into other phases of agency operations. Internal and external contacts are made to provide and exchange information, coordinates activities, and provide assistance and guidance. Work is subject to infrequent review through conferences and reports to the executive director, deputy director, or bureaus director to whom the incumbent reports.

Examples of work:

- Performs all functions and exercises full authority necessary in administering the operations of a division.
- Plans, directs, and coordinates the activities of a division through branch managers and other subordinate personnel.
- Interprets, formulates, recommends, and/or implements policies, rules, and regulations as necessary.
- Serves as liaison between an administrative superior and the various branches of the division.
- Ensures coordination of activities of the division with other divisions within the agency.
- Directs or assists in fiscal accounting and budgeting activities.
- Formulates, develops, and/or approves budget requests and expenditures.
- Gives administrative leadership to all phases of program within the division.
- Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.
- Recommends appointment/termination of personnel as needed.
- Commits resources to projects with prior administrative approval.
- Performs related or similar duties as required or assigned.

Essential Functions:

- Performs various administrative and supervisory duties involved in directing the activities of a specific division within an agency.
- Provides technical expertise.
- Acts as liaison between unit and other departments and agencies.
- Provides overall supervision to the following programs:
    - Dream Extreme
    - Dream Haven
    - Dream Makers
    - Connections
    - MOTORvation

- Responsible for knowing and understanding the following:
  - State of Mississippi Lease Process
  - Home and Community Based Waiver Regulations
  - ICF/IDD Regulations
  - Person Centered Planning Process
  - Performance Outcome Measures
  - HCBW Billing Process
  - HCBW Services and Providers
- Works closely with BRC Administration and Community Leaders to organize various community activities which carry out the mission and vision of Boswell Regional Center.

Preferred Requirements:

- A Master's Degree from an accredited four-year college or university and six (6) years of special experience working in mental health with intellectual and developmental disabled adults, two (2) years of which must have been in functional administrative or advanced supervision.

Minimum Requirements:

- A Master's Degree from an accredited four-year college or university and six (6) years of special experience working in mental health with intellectual and developmental disabled adults, two (2) years of which must have been in functional administrative or advanced supervision.

OR

- A Bachelor's Degree from an accredited four-year college or university and seven (7) years of special experience working in mental health with intellectual and developmental disabled adults, two (2) years of which must have been in functional administrative or advanced supervision.

- Must meet the requirements for driving a state vehicle which are: 1) valid drivers' license, 2) possession of liability insurance on personal automobile, 3) possession of a good driving record.

  A good driving record is one which has two or less moving violations and/or no more than one vehicle accident at which the individual was at fault and no DUI convictions in a three year period. Proof of driving record is obtained by applicant at applicant's own request

Any and/or all requirements listed on the State Personnel Board class specification are applicable to the requirements of this position.