

**State of Missouri
Office of Administration
Governor's Council on Disability
Job Announcement**

Position: Disability Program Specialist
Issue Date: December 1, 2011
Closing Date: December 31, 2011
Salary: \$1,554.00-\$1,612.50 per pay period (\$37,296.00 to \$38,700.00 annually)
Commensurate with experience
LOCATION: Jefferson City, MO

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 disabled community, employers, service providers, state and local government officials, and the general public relating to disability issues. Work may include but is not limited 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.

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 with disabilities, 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; apprises 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

BENEFITS:

Missouri State Employee Retirement System (MOSERS) provides retirement, life insurance, survivor and disability benefits; Missouri Consolidated Healthcare Plan (MCHCP) provides medical, vision, dental and Employee Assistance Program benefits (some of these benefits may not be available in all areas of the state); Missouri Deferred Compensation Plan; Missouri Cafeteria Plan; Missouri Voluntary Life Insurance; 15 days paid annual leave per year for new full-time employees (accrual rates increase with years of service); 15 days paid sick leave per year.

QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following is preferred: Counseling, Education, Public Relations, Political Science, Business or Public

Administration, or a closely related area; and, three or more years of professional or technical experience in disability rights advocacy, assistive technology, vocational counseling, special education, public relations, or business or public administration. A Master's degree is preferred.

APPLICATION PROCESS:

To be considered, an interested applicant should submit an application to the Office of Administration Division of Personnel if they are not already on the Disability Program Specialist register.

<http://www.oe.mo.gov/pers/howtoapply.htm>. Individuals with disabilities are encouraged to apply. Reasonable accommodations will be made as required.

In addition to applying to the Division of Personnel, interested applicants should submit a cover letter and resume by the closing date to:

Linda Baker, Executive Director
Missouri Governor's Council on Disability
310 West High Street, Suite 840
PO Box 1668
Jefferson City, MO 65102-1668

If you prefer, you may email requested items to claudia.browner@oe.mo.gov

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