REVISED: 8 February 2004

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Adult Services Manager 2	CODE: 03126
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under general direction from adult services manager 3, assistant superintendent or superintendent, manages adult services program (e.g., sheltered & community & supported employment services; habilitative services & ancillary services) & supervises registered service & professional level adult services workers; may supervise positions classified as adult services manager 1;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	40-60	Manages adult services program (e.g., sheltered & community & supported employment services; habilitative services & ancillary services), develops & manages program budget, develops & implements program policies & procedures, ensures compliance with regulations & standards, identifies & plans staff training needs & supervises registered service & professional level adult services worker/service worker staff either in workshop or community work settings.	Knowledge of (1) management, (2) supervisory principles/techniques, (3) employee training & development, (4) budgeting, (5) habilitation programming for individuals with mentally retardation and developmentally disabilities, (6) policies & procedures of county boards of mental retardation/developmental disabilities*; ability to (7) deal with some abstract but mostly concrete variables, (8) establish friendly atmosphere as program manager. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	**MINIMUM CLASS REQUIREMENT (including license, if any.):** Must have valid Adult Services Management 2 level credential issued by Ohio Department of Mental Retardation & Developmental Disabilities pursuant to section 5123:2-5 of Ohio Administrative Code.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	25-45	Provides liaison with parents, service agencies & community organizations relative to adult services; coordinates community relation efforts, participates in organized committees & develops public relations strategies &/or programs.	Knowledge of 5, 6, (9) public relations; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) handle routine & sensitive contacts with & inquiries from parents, private citizens, public & private officials.
3	5-25	Oversees proper documentation & maintenance of case files; coordinates acquisition of necessary equipment & supplies.	Knowledge of (12) inventory control*; ability to (13) prepare meaningful, concise & accurate reports, (14) gather, collate & classify information about data, people or things. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):