

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES ITEIP PROGRAM MANAGER

Spec No. 2317

BASIC FUNCTION

To perform responsible professional work in the planning, development and evaluation of county funded human services programs and to assist in program administration. Specifically, to act as lead worker in a specialized program unit focused on the federal/state Infant Toddler Early Intervention Program (ITEIP).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates the federal/state ITEIP program planning and development activities with supervisor, department management staff, other county departments, other government agencies, private service organizations, citizen groups, and other organizations as necessary.
2. Prepares program plans, goals, and objectives, program budgets and contract documents for the federal/state ITEIP program (ITEIP).
3. Coordinates the county's data collection and reporting requirements for the ITEIP program with the federal/state requirements, assuring county compliance with the State ITEIP Performance Plan, including the computerization of such reports; prepares analysis and issues papers for review and necessary action.
4. Develops and negotiates contracts and service agreements with ITEIP program subcontractors, including area school districts; monitors contract compliance and reviews and evaluates subcontractor performance in relationship to contractual guidelines and established performance standards.
5. Provides a variety of information and technical assistance to program subcontractors and potential subcontractors as necessary.
6. Per federal/state contract requirement, acts as Lead Family Resources Coordinator, managing and providing oversight to local Family Resources Coordinator system as required by ITEIP program, including coordination of management of training database, background checks, and updating of resource lists.
7. Researches and prepares applications to obtain funding for various projects, studies or programs.
8. Provides staffing for local chapter of the Interagency Coordinating Council (ICC), as required by federal/state contract, and other related necessary committees; keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to the ITEIP program areas.
9. Oversees work of the ITEIP program, assigns work to other members of the ITEIP program, monitors progress of task accomplishment; oversees activities of student interns and volunteers as assigned.

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STATEMENT OF ESSENTIAL JOB DUTIES (CONTINUED)

10. Responsible for day to day technical policy decisions as they arise in the work unit.
11. Primary liaison with external funding sources and the state ITEIP program staff as required.
12. Primary translator of policy directives to other members of the program unit as issued by the federal/state ITEIP program.
13. Identifies training needs for specific program and works with unit supervisor on providing necessary training for specific ITEIP program staff.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, one of the social sciences or other field directly related to human services; PLUS, two (2) years progressively responsible experience in human services early intervention program planning, working knowledge of the federal/state ITEIP program requirements, grant preparation and management experience, and demonstrated track record of good working relationship with grant contractors; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Employee must have upon employment, or must complete state certified training in Family Resources Coordination within ninety (90) days of employment.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- human services and governmental agencies, programs and resources;
- federal/state ITEIP program, other related early intervention programs, services and resources for children with developmental disabilities;
- grant writing methods, principles and applications;
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines to human services programming and operations;
- research principles and methods; the use of computer technology.

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KNOWLEDGE AND ABILITIES (CONTINUED)

Ability to:

- develop human services programs, plans for services and operation;
- establish and maintain effective working relationships with public, co-workers, governmental officials, citizen groups and advisory boards;
- develop and maintain complete and accurate records;
- analyze problems and prepare alternative strategies for solution;
- gather, analyze and evaluate program, statistical and financial data;
- perform data management requirements and updates on personal computer.

SUPERVISION

Employee receives direction from unit supervisor. The work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to attend community meetings and coordinate program activities. The employ is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2007
EEO Category: 2 – Professionals
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous