



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Senior and Disability Services Program Director

### Job Announcement



#### **THE POSITION**

The SDS Program Director, under the umbrella of the Rogue Valley Council of Government's designation as the AAA (Area Agency on Aging) for Jackson and Josephine Counties, this position provides organizational management and leadership of the Senior and Disability Services Department and develops and implements policies and procedures for a comprehensive service delivery system for seniors and persons with disabilities in the region. The position is also responsible for developing, implementing, and tracking the departmental budget, while seeking new financial resources to support existing and expand service delivery, and closely monitoring service unit tracking as required by federal, state, and grant funding.

#### **THE PERSON**

##### **The ideal candidate will:**

- ✓ Be a proactive self-starter
- ✓ Possess extensive knowledge of program development, implementation, and monitoring processes
- ✓ Have an in depth understanding of social service programs for seniors and adults with disabilities
- ✓ Demonstrate a high level of financial and business acumen with an aptitude for strategic planning to maximize service delivery
- ✓ Proactively collaborate with partners at all levels, both inside and outside of RVCOG, and support the same within SDS
- ✓ Possess a commitment to personal integrity
- ✓ Be a leader in program innovation
- ✓ Maintain an atmosphere informed by cultural competency by supporting practices focused on inclusion, diversity, equity, and belonging
- ✓ Model and promote a servant leadership approach to management
- ✓ Have strong financial management skills including budgeting, forecasting, and analyzing and interpreting financial statements
- ✓ Have excellent planning, organizational, and decision-making skills that focus on efficiency, effectiveness, time management, and the strategic use of organizational resources

#### **DESIRABLE QUALIFICATIONS**

- ✓ Bachelor's degree in public administration, business administration, organizational management, human services, senior services, or related field.
- ✓ A minimum of 5 years of managerial experience, preferably in an organization focusing on human services.
- ✓ Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

#### **SPECIAL REQUIREMENTS**

- ✓ License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
- ✓ Vehicle: Possession of, or permanent access to, a personal vehicle.
- ✓ Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

**SALARY**

The successful candidate will be placed in the salary range based on experience and qualifications. Employees are eligible for a step increase after successful completion of a six-month trial service period and annual step increases thereafter.

**Starting Salary:** \$6,640 - \$7,500 per month, depending on experience and qualifications. The top of the salary range is \$8,733 per month; *exceptionally* qualified candidates may be considered in the higher steps of the salary range.

**Terms:** Full-time – 40 hours per week, Monday through Friday / Exempt with benefits



Estimated Value of Total Compensation for this Job at RVCOG  
 SDS Program Director

Full-Time Employee	Hiring Range Minimum (Step 1)	Hiring Range Maximum (Step 5)	Total Range Maximum (Step 10)
<b>Total Pay Value and Total Benefits Value Breakdown</b>			
<b>Pay Value Only</b>			
Annual Salary	\$ 79,674.12	\$ 89,997.48	\$ 104,802.60
Hourly Pay Rate	\$ 38.30	\$ 43.27	\$ 50.39
<b>Benefits Value Only (Medical/Dental/Vision, HRA and 401(a))</b>			
Annual Equivalent	\$ 52,806.72	\$ 54,099.24	\$ 55,952.88
Hourly Equivalent	\$ 25.39	\$ 26.01	\$ 26.90
<b>Total Compensation Package Value (annual equivalent)</b>	<b>\$ 132,480.84</b>	<b>\$ 144,096.72</b>	<b>\$ 160,755.48</b>
<b>Total Compensation Package Value (hourly equivalent)</b>	<b>\$ 63.69</b>	<b>\$ 69.28</b>	<b>\$ 77.29</b>
Total Paid Time Off Compensation Package	\$ 11,030.40	\$ 12,461.76	\$ 14,512.32

Note:  
 RVCOG offers this tool for illustrative purposes only. This projection is not a guarantee of total compensation offered for this position. Wage, benefit, total compensation values are subject to change.

**BENEFITS OF EMPLOYMENT**

On the first of the month following the date of hire

- ✓ Twelve paid holidays per year
- ✓ Up to 96 hours of paid vacation per year
- ✓ Up to 96 hours of paid sick leave per year
- ✓ Employer paid medical/dental/vision insurance - Employee contribution is less than \$40 per month for full family coverage
- ✓ Employee Assistance Program (EAP)
- ✓ Optional Flexible Spending Account (FSA)
- ✓ Employer-paid Mercy Flights family membership

After 6-month trial service period

- ✓ Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- ✓ Employer-paid HRA contributions of \$125 per month
- ✓ Employer-paid Life and Long-Term Disability insurance
- ✓ Optional 457(b) retirement plan deductions (Roth or traditional)

Special eligibility periods

- ✓ Optional supplemental insurance such as short-term disability, critical illness, and more

## **APPLICATION PROCESS**

It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description.

For application instructions, please visit [How Do I - Apply For A Job](#) at [www.rvcog.org](http://www.rvcog.org). **A cover letter describing how your experience prepares you to succeed in this role, a current resume, and a completed RVCOG Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

## **WORKPLACE ACCOMMODATIONS NOTICE**

*Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.*

**RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT**

