



Job Description

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Program Administrator, RSU (DVR # 10226)

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Job ID 111479 Full/Part Time Full-Time  
 Location Albuquerque Regular/Temporary Sponsored Term  
 Posting End Date Job Posting Type Continuous Job Opening  
 Agency Dept of Vocational Rehab.

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Salary

\$29.65 - \$51.59 Hourly  
 \$61,673 - \$107,311 Annually  
 This position is a Pay Band 90

Why does the job exist?

This position will lead the Rehabilitation Services Unit (RSU) by working with RSU and other program managers to develop goals, objectives, activities, policies and resources necessary to meet the statewide vocational rehabilitation service delivery program and federal and state requirements. This position requires setting standards, participating in and/or facilitating meetings to discuss plans and issues; collaborating with other agency units on program goals; collaborating with other state and community partners; making assignments necessary to accomplish goals; engaging in situations requiring administrative involvement due to requirements from other state or federal agencies.

How does it get done?

The Program Administrator, RSU is responsible for oversight and direction of DVR's Rehabilitation Services Unit (RSU). RSU provides direct services to individuals with disabilities for employment, maximizing their potential. The position acts with independent authority and broad latitude to make decisions and take actions that affect staff, participants and vendors or establish and enforce direction, processes, and policies throughout the DVR/Disability Determination Services especially as they relate to the RSU. Decisions must be integrated with the mission and goals of DVR. The Program Administrator, RSU is part of the Leadership Team which consists of the DVR Director, Chief Information Officer/Deputy Director, Administrative Services Unit (ASU) Deputy Director, Chief Financial Officer, DDS Administrator, Chief Counsel and Human Resources Director. The Leadership Team is responsible for determining agency goals and setting the direction for the agency. These decisions have long-term, statewide application, implications and impact. The Program Administrator, RSU is responsible for extensive managerial and program administration. The position leads the formulation, implementation, and evaluation of program policies.

Who are the customers?

People with disabilities; New Mexico Department of Vocational Rehabilitation; Partner Agencies and General Public.

Ideal Candidate

The Ideal Candidate will possess:  
 Master's degree in rehabilitation counseling.  
 Experience in case management.  
 Experience in counseling.

Minimum Qualification

A Master's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate a portion of the required experience to include management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	14 years of experience
2	Associate's degree	AND	12 years of experience
3	Bachelor's degree	AND	10 years of experience
4	Master's degree	AND	8 years of experience
5	PhD degree	AND	6 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must obtain and maintain a Certified Rehabilitation Counselor Certification (CRC) issued by the Commission on Rehabilitation Counselor Certification or be eligible to sit for the CRC examination. Must obtain and maintain New Mexico Rehabilitation Counselor Licensure as defined in the New Mexico Public Education Department Rules (6.63.1) NMAC. Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within Six (6) months of date of hire as a condition of continues employment. Regular travel is required within service territory, including occasional overnight travel.

Working Conditions

Computer, tablet and general office equipment, exposure to Visual/Video Display terminal and computer and telephone usage. Must operate a state vehicle occasionally locally, within the state and occasionally out of state. Regular travel is required within service territory, including occasional overnight travel. Must be able to lift up to 20 lbs.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Diane Mourning Brown, (505) 954-8502 Email

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.