

**BENTON COUNTY POSITION DESCRIPTION**

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Program Manager		C	5 - Supervisor	2	Exempt
POSITION TITLE:	<b>Developmental Diversity Division Manager</b>		POSITION#:		
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Revised	Date:	5/13/2026		
SERVICE TYPE:		NON-REP MANAGEMENT			
Employee Name:		Department:	Health Department	Supervisor:	Health Department Director
FTE:	1.0	Employment Status:	Regular Full Time		

**Position Summary:**

Developmental Diversity Division Manager is responsible for the strategic development, management, coordination, and evaluation of Developmental Diversity Services within the Health Department. This position provides oversight for Developmental Diversity Services activities within the department and coordination with the Office of Developmental Disabilities Services, other state and local programs, and other community settings. This position supports the coordination and implementation of all Developmental Diversity Services strategies relating to education, prevention, access to services, and person-centered service delivery.

**Essential Duties:**

No.	Major Functional Area (MFA)	% of Time
1	<p><b>MFA: Program Management</b></p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Evaluate program deliverables, outcomes, and operational performance. Manage day to day activities of assigned services in coordination with Team Coordinators and program leads. Prepare reports and provide updates on activities, outcomes, and compliance requirements.</li> <li>Determine program priorities by evaluating the needs of individuals served, families, and the broader community. Assess, recommend, and implement staffing, fiscal, contractual, and equipment resources to support program goals and service delivery needs.</li> <li>Monitor revenues and expenditures to assure compliance with budgetary goals and funding requirements. Develop and manage program budgets and recommend strategies to support sustainable and effective program operations.</li> <li>Monitor trends, regulations, and emerging best practices in developmental diversity services and recommend or implement program improvements as appropriate.</li> <li>Participate in Health Services leadership and management meetings and collaborate with program, division and department leaders to support coordinated and integrated approaches to services and operations.</li> <li>Facilitate meetings and discussions to communicate operational priorities, gather input and feedback, and promote understanding of program goals, outcomes, and improvement efforts.</li> <li>Participate in the development and implementation of Quality Assurance and Quality Improvement initiatives. Use Quality Improvement tools, data, and outcome measures to evaluate and guide decisions and demonstrate improvement.</li> <li>Supervise Developmental Diversity Program staff in coordination with Team Coordinators and program leads. Responsibility includes prioritizing and assigning work, conducting performance evaluations, supporting staff training and</li> </ul>	40%

	<p>development, ensuring compliance with policies and procedures, maintaining a healthy and safe work environment, and making hiring, termination and disciplinary decisions.</p> <ul style="list-style-type: none"> <li>• Foster a culture of equity, inclusion, engagement, and continuous learning consistent with County and Department priorities, including the County’s Thriving Communities Initiative 2040 and the Regional Community Health Improvement Plan.</li> <li>• Coordinate training opportunities and provide coaching, mentoring, technical assistance, and professional support to staff.</li> <li>• Ensure ethical practice, professional standards, and confidentiality requirements are maintained.</li> </ul>	
2	<p><b>MFA: Policy Implementation</b>  <b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement policies and procedures to support efficient, responsive, welcoming, and professional service delivery.</li> <li>• Ensure compliance with Department and County policies, state and federal regulations, certification standards, and funding requirements. Provide reports demonstrating compliance as required.</li> <li>• Support development and implementation of strategies to enhance developmental diversity services and improve service access and coordination.</li> <li>• Participate in assessment, planning, and monitoring activities to address local service needs to improve access and utilization of developmental diversity services for eligible individuals and families.</li> <li>• Provide recommendations and information to leadership regarding emerging issues, policies, operational needs, and service trends related to developmental diversity services.</li> <li>• Promote health, client choice, and access in all policies, practices, and service delivery</li> <li>• Collaborate with state and local partners on policy development efforts that support inclusive and accessible services for people with disabilities.</li> </ul>	25%
3	<p><b>MFA: Community Relationships</b>  <b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships with community organizations, governmental partners, providers, schools, and state agencies to support coordinated and accessible services within the community.</li> <li>• Support development and distribution of materials, outreach efforts, and engagement strategies that increase awareness of and access to developmental diversity services.</li> <li>• Provide consultation, education, technical assistance, and information to community agencies, schools, governmental partners, and the public as requested.</li> <li>• Convene and/or participate in committees and workgroups at the community, regional, and state level.</li> </ul>	25%
4	<p><b>MFA: Special Projects</b>  <b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Plan, coordinate, and implement special projects and initiatives related to operations and service delivery.</li> </ul>	10%
	<b>Other Duties as Assigned</b>	
<b>Percentage should total 100%</b>		100%

**Special Requirements:**

Expertise in the management and delivery of Developmental Diversity or other Human Services; Driver's license

**Physical Requirements:**

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally:  work with angry or hostile clients or members of the public,  work with toxic substances and biohazards, and  exposure to communicable and infectious illnesses.

**Emergency Preparedness:**

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

**Quality Improvement Participation:**

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_