

# Department of Economic Security

*Providing Opportunity, Assistance and Care for Arizonans in need!*

## **PROGRAM PROJECT SPECIALIST 2**

Division of Business and Finance

3839 N. 3<sup>rd</sup> St.

Phoenix, AZ 85012

[www.azdes.gov](http://www.azdes.gov)

### **JOB SUMMARY:**

The Program Project Specialist assists the Arizona Developmental Disabilities Planning Council (ADDPC) in meeting its federal mandate to carry out the five-year plan aimed at serving all Arizonans with developmental disabilities. With direction from the ADDPC Director, this position provides consultative services, technical guidance, and administrative expertise to Council members and community organizations in the design, development, implementation, and evaluation of various activities within the area of assignment.

### **JOB DUTIES:**

- Conduct research to assess needs of individuals with developmental disabilities; provide information to ADDPC based on research to support the five-year plan.
- Conduct local advocacy, capacity building, and systemic change activities in conjunction with the five-year plan.
- Educate community members about policy issues, resources, and practices impacting people with developmental disabilities.
- Network with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the ADDPC five-year plan.
- Facilitate assistance on behalf of people with disabilities and their families through the provision of information and referral.
- Support and conduct activities to eliminate local barriers to access and use of community services.
- Act as spokesperson for the ADDPC through articulation of values promoted by Federal and State laws guiding ADDPC operation.
- Assist in supporting the Self Advocacy Coalition of Arizona and in establishing self-advocacy organizations led by people with developmental disabilities.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

### **Knowledge of:**

- Developmental Disabilities Assistance and Bill of Rights Act
- Developmental disabilities service system in Arizona, including relevant statutes, laws and regulations
- Human services field involving individuals with developmental disabilities
- Program planning and design

### **Skill in:**

- Oral and written communications
- Research and analysis
- Project management
- Strategic thinking and problem solving
- Planning and scheduling

### **Ability to:**

- Develop effective working relationship with ADDPC staff and community organizations
- Review and evaluate program activities analytically
- Develop effective plans and methods for program improvement
- Use various channels and tools to communicate with audiences
- Work independently with minimal supervision

## **SELECTIVE PREFERENCE(S):**

- Bachelor's Degree in Communication, Journalism and Mass Communication, Business Communication, or related field. Three years of research or program and planning experience, and three years of experience in communications, such as social media, journalism, and mass communication.

## **PRE-EMPLOYMENT REQUIREMENTS:**

- In-state travel is required. An acceptable driving record for the last 39 months is required including no DUI, suspensions or revocations, and less than 8 points on your license. If an Out of State Driver License was held within the last 39 months, a copy of your MVR (Motor Vehicle Record) is required at the time of your interview. Employees who drive on state business must complete any required driver training (see Arizona Administrative Code R2-10-207.12.). Employees may be required to use

their own transportation, as well as maintain valid motor vehicle insurance and current Arizona vehicle registration; however, mileage will be reimbursed.

#### **BENEFITS:**

The Department of Economic Security offers a comprehensive benefits package to include:

- Sick leave
- Vacation with 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

#### **RETIREMENT:**

Positions in this classification participate in the Arizona State Retirement System (ASRS). Please note, enrollment eligibility will become effective after 27 weeks of employment.

#### **CONTACT US:**

If you have any questions please feel free to contact Patricia Beasley at [PRBeasley@azdes.gov](mailto:PRBeasley@azdes.gov) or 602-542-8904 for assistance.

*Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting [HRStaffing@azdes.gov](mailto:HRStaffing@azdes.gov) or 602-771-2870. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.*