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Date: August 25, 2017

IOWA DEPARTMENT ON AGING
JOB OPENING ANNOUNCEMENT

Courtesy posting of a Non-Merit Position

POSITION:	Public Service Manager 1
PAY GRADE:	Pay Plan 000 Pay Grade 35(-03)
CURRENT SALARY RANGE:	\$ 2,203.20 - \$ 3,924.80
SALARY RANGE:	\$57,283.20 - \$102,044.80
LOCATION:	Des Moines, Iowa
WORK UNIT:	Iowa Department on Aging

This position acts as the State Long Term Care Ombudsman in accordance with the requirements established in the most current Federal Older Americans Act, Federal Regulation, Iowa Code and Iowa Administrative Code.

Provide overall administration and management of the Office of the State Long Term Care Ombudsman (OSLTCO) to include but not limited to: 1) Management and oversight of all appropriated, allocated and other revenue streams, contracts and other agreements which are specific to the OSLTCO; 2) Management and oversight of Department employees, contractors and volunteers assigned to the OSLTCO in accordance with current laws and policies; 3) Act as the spokesperson for the OSLTCO; 4) Assist and coordinate with the Department Director to insure the continuity of internal policy and procedure and work flow; 5) Act as a member of the Department's management team; 6) Provide technical assistance to Area Agencies on Aging as needed; 7) Management and oversight of all software systems specific to the OSLTCO and the collection, analysis and use of data; 8) Management and timely submission of all required reporting; 9) Per established Department policy and procedure, coordinate with the Department Public Information Officer; 10) Coordinates OSLTCO priorities with other executive branch agencies as needed.

Acts as the OSLTCO liaison to the Iowa Legislature and to Iowa's Congressional Delegation. Drafts and submits a proposed annual budget to the Department Director for review and inclusion in the Department's overall annual budget. Responds to requests for information; participates in the legislative process related to issues germane to the OSLTCO at the federal and state level and acts as an advocate as outlined in federal and state law. Works in a collaborative and consultative manner as needed with the Department's legislative liaison and other members of the management team on priority issues.

Provide overall direction, management and supervision of grants germane to the OSLTCO. Solicit grant opportunities as they become available to include but not limited to Administration for Community Living Title IV Discretionary Grants; Civil Monies Penalties Grants; grants in partnership with other executive branch agencies/ etc...

Other duties as assigned to further the mission of the Department

SELECTIVE CERTIFICATION:

For designated positions the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request those applicants possessing a specific certificate, license or endorsement in the following area:

354 Law Degree and a current license to practice law in Iowa.
208 Financial
061 Business Administration

Applicants wishing to be considered for such designated positions must list applicable course work, experience, certificate, license, or endorsement on the application.

TO APPLY:

Step 1: Submit a completed Iowa Department of Administrative Services – Human Resources Enterprise (DAS-HRE) application to the Iowa Department of Administrative Services, Hoover State Office Building, 1305 E Walnut, Des Moines, IA 50319-0150 or fax to (515) 281-7970 by September 26, 2017. Or apply on line at the [DAS- State of Iowa Jobs website](#):

Step 2: In addition, please upload your resume, cover letter that outlines your experience as related to the position to this site and a copy of your license to practice law in Iowa.

Those selected for the position will be asked to provide a copy of their current license to practice law and be subject to a background check.

It is the policy of the executive branch of state government in the State of Iowa to provide equal employment opportunity within state government to all persons.(Iowa Code 19B.) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate.