



San Gabriel / Pomona
Regional Center

MANAGER OF COMMUNITY SERVICES

Full-time, Exempt

Salary Range \$5,720.00- \$9,441.47 monthly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under the general direction of the Community Services Director, the Manager of Community Services, is primarily responsible for Vendorization and Rates. Specifically, the Manager of Community Services is responsible for the maintenance of accurate and complete vendorization documentation, and engages in rate negotiation process, and contract formation and drafting. The Manager may also participate in the Request for Proposal (RFP) process and participates in the DDS biennial audit procedure and supports the SG/PRC audit response in collaboration with the Chief Financial Officer, Controller, the Director of Community Services and the Deputy Executive Director. This individual in this position will partner with the Service Provider Community, governmental and city agencies, DDS, and Community Care Licensing Division.

Essential Job Functions

- Provides effective supervision, direction, and leadership to the Vendorization, and the Community Services Specialist staff
- May assist with the development of the annual Community Resource Development Plan (CRDP)
- Supervises contract monitoring for transportation and other contracts
- Understands and assists with the use of the Standard Vendorization process through the DDS portal
- Understands and assists with utilizing the Service Provider Directory
- Works closely with the SG/PRC Fiscal Department regarding start-up funds management and other fiscal issues
- Participates in special projects as a member of Community Services
- Other responsibilities may be assigned, as required.

Employment Standards

A bachelor's degree in a closely related field and a minimum of five years of experience working with individuals with developmental disabilities. Leadership experience is preferred.

Knowledge and Abilities

- Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulatory requirements.
- Advanced knowledge and skills in management, organization, and customer service.
- Ability to independently produce all correspondence, record keeping, and related administrative documents.
- Ability to think strategically and have knowledge and skills in strategic planning theory and practice.
- Leadership skills that are motivating and include mentorship, coaching, and providing consultation and to staff.
- Ability to work collaboratively across the organization within a team-approach in a collegial administrative structure.
- Ability and skill to communicate effectively with diverse people in diverse settings and on a wide variety of issues.
- Strong negotiation skills, including those that require exploration of alternatives to reaching agreeable outcomes.
- Excellent writing skills, particularly in report writing and formulating recommendations for action.
- Ability to maintain collaborative and cooperative working relationships with other directors, employees, other agencies, and stakeholders.
- Knowledge and experience in advanced use of Excel for report and tracking purposes.
- Ability to work long and varied hours.

Other Essential Requirements

A valid driver's license, reliable transportation and minimum liability insurance coverage is required.

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.