

# Job Description

## Disability Access Point

### District Project Manager



**CICS**  
Supporting Individuals. Strengthening Communities.

**NAME:**

**POSITION:** Disability Access Point District Project Manager (DAP District Project Manager)

**REPORTS TO:** CICS Chief Executive Officer

**DEPARTMENT:** Collaborative Individual and Community Supports (CICS)

**FLSA STATUS:** Exempt

#### **POSITION SUMMARY**

The DAP District Project Manager is responsible for district-level implementation of the approved District Plan and for serving as CICS's primary district-based representative for DAP activities. This position leads community outreach, advisory council facilitation, partner coordination, and implementation of district priorities in alignment with the DAP contract and CICS leadership direction.

The District Project Manager represents CICS in complex multi-partner environments, including as a member of the Iowa Aging and Disability Resource Center (ADRC) Network, and advances district priorities while operating within established organizational authority and boundaries.

This position is subject to criminal and abuse background checks and may require pre-employment physical, including drug screening.

#### **SALARY**

As set by the CICS Governing Board.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the development of and implementation of the approved District Plan for the assigned disability services district.
- Coordinates partners and stakeholders to advance district priorities and strategies.
- Tracks progress, milestones, and outcomes related to district initiatives.
- Identifies implementation barriers and elevates system-level issues to leadership.
- Serves as primary staff support for the District Disability Services Advisory Council.
- Supports recruitment, orientation, and ongoing engagement of council members.
- Plans, facilitates, and documents advisory council meetings.
- Ensures advisory council input is communicated to and considered by CICS leadership.
- Conducts ongoing outreach to providers, community organizations, and system partners.
- Facilitates collaboration across aging, disability, behavioral health, and related systems.
- Represents CICS in district meetings, workgroups, and other forums related to DAP work.
- Supports district-level coordination by strengthening referral pathways and promoting warm handoffs.
- Identifies gaps, duplication, or barriers affecting access to services and supports.
- Maintains organized records of district activities, initiatives, and partner engagement.
- Tracks commitments, timelines, and follow-up actions.
- Provides district-level information and summaries to support required reporting.
- Performs other duties as assigned by the COO or CEO.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to represent CICS professionally and calmly in complex, multi-partner environments.
- Strong facilitation and meeting management skills.
- Ability to influence without positional authority.
- Strong organizational and project management skills.
- Clear written and oral communication skills.
- Ability to exercise sound judgment and maintain appropriate boundaries.
- Knowledge of public systems serving individuals with disabilities preferred.

**ENTRY REQUIREMENTS**

- Bachelor's degree in public administration, community planning, social work, human services, or related field preferred.
- Experience in community coordination, project management, coalition work, or systems-level initiatives strongly preferred.
- Valid driver's license, reliable transportation, and adequate liability insurance required.

**WORK ENVIRONMENT**

Work is performed in office, community, and partner settings. The position involves frequent interaction with external stakeholders and may involve mentally stressful situations. Regular travel within the assigned district is required.

Regular office hours are 8:00 am to 4:30 pm, Monday through Friday, with flexibility for meetings. Travel is required.

**PHYSICAL REQUIREMENTS**

Must be physically able to operate office equipment and travel throughout the district. Physical demands are consistent with typical office and community-based work.

**DISCLAIMER**

- Marginal functions not essential to this position have been excluded.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description does not list all duties that may be required. Employees will perform other duties as assigned.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees are encouraged to discuss potential needs for accommodations with the employer.

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SignatureDate

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