



State Council on Developmental Disabilities



STATE OF CALIFORNIA
Edmund G. Brown Jr.
Governor

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AREA BOARD 5 EXECUTIVE DIRECTOR RECRUITMENT NOTICE

The Area Board 5 office of the State Council on Developmental Disabilities cordially invites interested persons to apply for the Area Board 5 Executive Director position in Oakland, California. This position is exempt from civil service; therefore, you need not be a State employee to apply.

If interested, please submit a (1) cover letter, (2) resume; and (3) Standard State application to:

Szandra Keszthelyi, Personnel
State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

The Standard State Application form can be accessed at <http://jobs.ca.gov/Profile/StateApplication>. The above required documents *must be RECEIVED by Wednesday, January 30, 2013*. Applications will be screened and only the most qualified candidates will be selected for an interview.

For information about the State Council and the duty statement for this employment opportunity, visit the Council's website at www.scdd.ca.gov. If you have any questions, please contact Szandra Keszthelyi at (916) 322-5521 or szandra.keszthelyi@scdd.ca.gov.

"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."



Developmental Disabilities Board Area 5

Protecting and advocating for the rights of persons with developmental disabilities in Alameda, Contra Costa, Marin, San Francisco and San Mateo counties

Job description for- **EXECUTIVE DIRECTOR**

GENERAL DESCRIPTION

The Area Board Executive Director position is the chief executive officer of the Area Board and is responsible for all operational activities in all phases of the area board program within its geographical area including planning and policy analysis, program monitoring and evaluation, advocacy, public information and administrative support.

Specific Area Board Executive Director Duties include, but are not limited to the following:

ESSENTIAL FUNCTIONS:

50% Administering the operation of the Area Board, including: managing Area Board staff to implement established goals and objectives; monitor actual expenditures versus the Fiscal Year budget to ensure that funding allocations by program activity are not exceeded; overseeing the accounting system; handling all personnel issues; and preparing relevant contracts and reports as required. In addition, identify and define system wide problems, collect and analyze necessary data, prepare recommended actions, and then implement plans of action. Participate in the development and furtherance of statutes, regulations and policies that best serve the interests of persons with developmental disabilities in the State of California. Negotiate on behalf of the Area Board to resolve local and statewide issues at the highest executive and legislative levels of government.



30% Act as a spokesperson for the local Area Board and maintain its' visibility throughout the Counties and State. Network with local community agencies and disability groups serving and representing persons with developmental disabilities through attendance at community meetings and community outreach. Represent the Area Board on statewide committees, task forces and other ad hoc bodies. Organize and deliver training programs for professionals and constituent groups on requested subjects. Monitor local direct service agencies serving persons with developmental disabilities to determine whether client rights are being violated. Ensure timely assistance to or on behalf of persons with disabilities in pursuing administrative or other appropriate remedies to alleged denials of legal, civic, and service rights. Maintain current knowledge of and analyze federal, state and local legislation, budgets, plans and policies and regulations to determine and comment their impact on persons with developmental disabilities.

15% Provide staff support to the volunteer Board of Directors who are appointed to the local Area Board; advise Board members in setting goals, priorities and policies; prepare Board meeting agendas and minutes; prepare Board correspondence; and conduct Board member training.

MARGINAL FUNCTIONS:

5% Perform other duties appropriate for the class as needed.

SUPERVISION RECEIVED:

The local Area Board hires and evaluates the Executive Director; the director receives general direction from the Deputy Director of Systems Monitoring and Area Board Operations of the State Council on Developmental Disabilities.

SUPERVISION EXERCISED:

The Area Board Executive Director provides supervision and direction to Area Board 5 staff.



ADMINISTRATIVE RESPONSIBILITY:

The Area Board Executive Director, as the manager of one of SCDD's regional Area Boards, is responsible for fiscal, personnel, and general administrative support functions.

PERSONAL CONTACTS:

The Area Board Executive Director interacts with primary and secondary consumers, state Council staff, local Area Board volunteer Board of Directors, representatives of local agencies and organizations concerned with the provision of services to persons with developmental disabilities, local policy makers, local vendors, contractors, and the general public. In addition, with the enactment of the Lanterman Developmental Disabilities Act (Chapter 676, Statutes of 2002) there is increased accountability to other state agencies, the Legislature and the Governor.

ACTIONS AND CONSEQUENCES:

The Area Board Executive Director is critical to the success of the SCDD since this position is responsible for local implementation of the State Plan's goals and objectives and implementation and reporting of activities as required under Federal and State law and State Interagency Agreements. Without this service, SCDD is not in compliance with Federal and State Law.

MINIMUM JOB REQUIREMENTS:

1. B.A. or B.S. degree in a relevant field.
2. Seven years experience in the health and human services field.
3. Five years progressively responsible experience in administration and management of a complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems.
4. Demonstrated effective interpersonal skills, conflict



- resolution and team building skills.
5. Demonstrated experience and ability to work effectively with a variety of organizations and individuals with diverse perspectives, including persons with disabilities, advocacy groups, the public and elected and appointed officials.
 6. Demonstrated experience working with and providing support to Boards of Directors and/or similar task forces and committees.
 7. Demonstrated leadership in public policy advocacy.
 8. Ability to analyze complex problems and develop creative solutions.
 9. Effective oral and written communication skills.
 10. Experience developing or promoting policy and developments at state and local government levels.
 11. Experience working with or sensitivity to individuals with disabilities.
 12. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

DESIRABLE QUALIFICATIONS:

1. Advanced Degree in relevant field.
2. Knowledge of laws, rights, and services as they pertain to people with disabilities in California, and/or direct representation of people with disabilities.
3. Experience managing a nonprofit or as a manager in state government.
4. Ability to read, write and speak Spanish or an Asian language.

