



State Council on Developmental Disabilities



STATE OF CALIFORNIA
Edmund G. Brown Jr.
Governor

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**State of California
State Council on Developmental Disabilities
Area Board 7, San Jose**

EMPLOYMENT OPPORTUNITY

POSITION: Area Board Executive Director I (Exempt from Civil Service)

SALARY RANGE: \$6,297- \$6,811/Per Month (Exempt Level O)

DEADLINE: Close of Business: Thursday, February 28, 2013

INSTRUCTIONS: Submit Cover Letter, Resume, and 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>. 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 California State Council on Developmental Disabilities (SCDD) is an independent state agency established by federal and state law. Its mandate is systemic change, capacity building and advocacy to promote a consumer and family based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, and productivity with community integration and inclusion. The SCDD Area Board 7 is located in San Jose and serves the counties of Monterey, San Benito, Santa Cruz and Santa Clara.

Federal law and state law require the SCDD to identify ways to improve and increase services for individuals and their families, and to submit these to the federal government in the form of a State Plan. The Plan addresses specific information required by federal law within specified priority areas, and includes the Council's determination of California's priority issues and

"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."

resulting Council goals and objectives for the time period covered by the Plan. The Plan must be approved by the Federal Administration on Developmental Disabilities.

JOB DUTIES:

The Area Board 7 Executive Director is responsible for all operational activities of the Area Board office and all support services including, but not limited to:

- Provide assistance to the Area Board 7 appointed members, in setting goals and priorities for the local catchment area and assist in preparing Board meeting agendas, in preparing Board correspondence, and in Board member development training.
- Conduct local advocacy, capacity building and systemic change activities in the implementation of the State Plan at the local level.
- Identify and report to the Council, local issues with the California developmental disabilities system; collect, analyze and report pertinent data; prepare recommendation for local action and implement plans of action. Identify ways to improve and increase local services for individuals and their families consistent with the State Plan.
- Monitor local agencies that serve people with developmental disabilities for compliance with local, state and federal laws, statutes and regulations.
- Analyze and report to the State Council, the impact of state and federal regulations and proposed legislation of people with developmental disabilities and their families.
- Provide public information and/or training to local consumers, parents, service providers, local policymakers and the general public regarding important issues impacting people with disabilities and their families, consistent with federal and state requirements.
- Be primary contact for local and state legislators relevant to developmental disabilities issues.
- Supervise all Area Board 7 office staff.
- Administer the operations of a state office; prepare program, budget and outcome reports; oversee personnel matters; and, prepare local catchment area data reports to various state agencies, for headquarters review and consideration.

- Network with local community agencies and disability groups to work collaboratively on issues of mutual concern, consistent with the State Plan and Council contracting responsibilities.
- Facilitate assistance locally to or on behalf of people with disabilities and their families in the pursuit of administrative or other remedies to alleged denial of legal, civil or other service rights.
- Support and conduct activities to eliminate local barriers to access and use of community services.
- Act as a spokesperson in maintaining SCDD and local Area Board visibility throughout the local community in promoting the values articulated in federal and state law.
- Assist in the establishment of local Self Advocacy organizations led by people with developmental disabilities.
- Other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree from an accredited college or university. Prefer graduate degree in a human services field.
- Minimum two years of experience in the administration of human services programs, including experience in management, program review and planning, and community organization.
- Experience in working with public and/or private organizations and agencies serving people with developmental disabilities. Prefer experience in the development and implementation of advocacy services.
- The ability to develop an effective working relationship with the Local Area Board members, Council headquarters staff and community organizations and agencies in the catchment areas.
- Excellent communications skills, both verbal and written, and be computer literate.
- The ability to work independently with minimal supervision.
- The ability to develop consensus among diverse groups and to maintain positive working relationships.

- Ability to work with and for people with developmental disabilities and their families.

The California State Council on Developmental Disabilities is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of sex, age, religion, race, gender identity, sexual orientation or disability.