

Classification Title: Deputy Director, Independent Living and External Affairs
(Exempt Level K)
Location: Sacramento
Position Number: 813-044-1687-XXX
Time Base: Full-Time
Tenure: Permanent
FFD: Until Filled
Salary: \$7,616 - \$8,237

Contact: Susi Thompson
Department of Rehabilitation
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5802

POSITION DESCRIPTION:

Under administrative direction of the Chief Deputy, the Deputy Director, Independent Living and External Affairs Division, is directly responsible for managing four critical and highly visible units: Independent Living, Assistive Technology Section; Disability Access Section; Client Assistance Program and the Public Affairs Office. The Deputy Director is the lead person to represent the Department of Rehabilitation (DOR) externally to the community and state government on behalf of the Director and Chief Deputy Director on issues related to Independent Living and External Affairs while striving to meet the needs of persons with disabilities in California.

Serves as lead liaison for the Directorate to the Independent Living Centers (ILCs) and their state organization, as well as to the State Independent Living Council. Advises the Director of significant policy and program issues affecting the ILCs and/or independent living for persons with disabilities.

Plans, organizes, and directs the management of the Communications Section and the Public Information Officer (PIO). Oversees the PIO to assure that all materials promoting the DOR represent persons with disabilities in a positive and empowering manner.

DESIRABLE QUALIFICATIONS

- Broad administrative management experience and leadership participation in the process to develop and implement departmental policies and procedures.
- Ability to work successfully with persons at high levels of government, private and community based organizations.
- Understanding the physical access needs of persons with disabilities in the public and private sector.
- Knowledge of state and federal laws and regulations that apply to and impact the Departments mission, goals, programs, and policies.

DESIRABLE COMPETENCIES

Leadership – Inspires and compels others to draw upon their talents, and to seek continuous self improvement; is granted permission to lead by those around him/her; is willing to challenge strategies and processes not aligned with the vision, mission and values of the organization; views crisis as an opportunity and stays true to organizational vision, mission, and values; values the outcome rather than being credited or recognized for his/her individual contributions; readily enables talent to lead over authority; encourages participation and contributions from those who are or may be in opposition.

Trust – Earns, maintains, and is bestowed with trust from direct reports, peers, partners and stakeholders; recognizes others accomplishments and acknowledges his/her errors and weaknesses; is an active listener, and listens for alignment not agreement; places trust in others actions and supports their decisions and growth.

Judgment – Readily distinguishes between doing the right thing, and doing things right, by recognizing consequence of actions, accurately assessing the environment, applying appropriate discretion, and drawing upon relevant experience; appropriately assesses risk, and determines assumable risk.

Relationships – Develops enhances and values relationships with direct reports, peers, partners, and stakeholders; values and draws upon collaboration and partnership in executing the duties and responsibilities; distinguishes between collaboration and competition.

Values – Readily identifies what drives, motivates and guides others; recognizes and employs the principals integral to each individual's core; focuses on what works or does not work, and not on right or wrong.

Decision Making – makes decisions informed by objective data, research and analysis, and input from team members and key stakeholders; makes hard decisions, and assumes responsibility, and accountability for decisions made; is willing to challenge the process, and seeks innovation.

Vision and outcome –Develops the vision and outcome to gain alignment in: pursuit of projects, tasks and activities; to guide decision making, direct reports development, peer support, and relationship building with partners and stakeholders; views both as a process not an accomplishment.

Submit Standard State Application (Std 678) and Resume to:

Department of Rehabilitation
Attn: Susi Thompson
721 Capitol Mall
Sacramento, CA 95814-4702
(916) 558-5802

Final Filing Date: Open Until Filled

The Standard State Application can be found by using the following link:

<http://www.spb.ca.gov/employment/>