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Edmund G. Brown Jr.,  
Governor



State of California  
Health and Human Services Agency

## **Employment Opportunity**

Assistant Deputy Director (Exempt)

Specialized Services Division

Permanent-Full Time

Position Number: 813-012-XXX-XXX

(\$6605 - \$7143)

### **Department of Rehabilitation**

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities. Pursuant to the requirements of Senate Bill (SB) 105, Chapter 1102, Statutes of 2002, the Specialized Services Division (SSD) was established to provide improved, specialized, and comprehensive services to individuals who are blind, visually impaired, or deaf and hard of hearing.

### **Assistant Deputy Director**

Under general direction of the Deputy Director, Specialized Services Division, the Assistant Deputy Director, in a highly sensitive arena, will advise and assist the Deputy Director, Chief Deputy Director, and/or the Director, in the formulation, implementation, and evaluation of departmental programs, policies, and procedures; serve as a division liaison; provide executive leadership and guidance to program managers in the administration of the divisions programs.

### **Desired Qualifications:**

- Ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
- Ability to lead, manage, and direct subordinate managers in the overall operations of the division.
- Ability to communicate effectively, orally and in writing, with the Department executives, other state and federal agencies, the Legislature, and Department stakeholders, including public and private community rehabilitation programs.
- Demonstrated knowledge of the Department's mission, goals, programs, and policies.
- Demonstrated extensive background in, or knowledge of, services to the blind and visually impaired and the deaf and hard of hearing.
- Have extensive experience and be well versed in blindness and deafness policy; blindness and deafness programs and services; providers and partners in blindness and deafness services; and be technically proficient in matters dealing with blindness and deafness, and related assistive technologies.
- Ability and demonstrated experience in the exercise of effective leadership, application of advanced judgment, demonstration of integrity, fostering and maintaining effective relationships, making sound decisions, application of program vision in pursuit of outcomes, demonstration of organization and personal discipline, adapts and is flexible with incidents and events.

**Special Personal Characteristics:**

- Appreciation of the ability of individuals with disabilities to become contributing members of our society.
- A personal commitment to the mission and goals of the Department of Rehabilitation.

**Knowledge and Abilities:**

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration including the budget process, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

**Submit Standard State Application (Std 678), Statement of Qualifications, and Resume to:**

Department of Rehabilitation  
Attn: Joan Rubin  
721 Capitol Mall  
Sacramento, CA 95814

**Final Filing Date: Until Filled**

The Standard State Application can be found by copying the following address to your Internet browser: (The address below does not function as an electronic link)

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

A "Statement of Qualifications" is a discussion describing how a candidate's education, experience, knowledge, skills and abilities meet the minimum and desirable qualifications for this position. The statement should be no more than two (2) pages in length. Resumes do not take the place of the "Statement of Qualifications." Although not required, applicants are encouraged to provide electronic copies of their submission along with the written copy; submission on a CD would be helpful. Electronic copies and CD's may either be e-mailed to the contact person, or included with the paper copy.