



# CALIFORNIA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

EXECUTIVE DIRECTOR





## THE ORGANIZATION

The State Council on Developmental Disabilities (Council) was established by state (Lanterman Act at Welfare and Institutions Code, section 4520 et. seq.) and federal law (Developmental Disabilities and Bill of Rights Act) to ensure that individuals with developmental disabilities and their families participate in the planning, design and receipt of the services and supports they need which promote increased independence, productivity, inclusion and self-determination. Federal law requires the Council to identify methods 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. This Plan identifies priority areas for improving and increasing services and support for individuals and their families. Plan goals, objectives and strategies are achieved through Council and area board activities and Community Program Development Grants. The Plan is approved by the federal Administration on Developmental Disabilities.

The Council is comprised of 31 members appointed by the Governor, including individuals with disabilities, their families, federally funded partners and state agencies.

In addition to headquarters in Sacramento, the Council supports 13 area boards that provide services to individuals with developmental disabilities and their families including, but not limited to, advocacy assistance, training, monitoring and public information. By providing these services, area boards ensure that appropriate laws, regulations and policies pertaining to the rights of individuals are observed and protected. Each board participates in the development and implementation of the Council's goals and objectives.

Councils on Developmental Disabilities are established in each state through the federal Developmental Disabilities Assistance and Bill of Rights Act. This Act also creates state protection and advocacy systems, university centers for excellence, and projects of national significance. Each entity has a federally-assigned responsibility designed to improve services for individuals with developmental disabilities and their families, and enhance independence, productivity and inclusion. SDCC staff, including the Executive Director, are housed in Sacramento.

### Mission Statement

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

### Vision

Statement  
Californians with developmental disabilities are guaranteed the same full and equal opportunities for life, liberty, and the pursuit of happiness as all Americans.

To learn more about the SCDD go to: [www.sccd.ca.gov](http://www.sccd.ca.gov)

## THE SACRAMENTO AREA

Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. With a population of approximately 470,000, Sacramento is the 7th largest city in California.

Sacramento offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, moderate housing prices,

reasonable cost of living, and competitive salaries.

The Sacramento region offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, wine-tasting, and other sports and recreational opportunities abound. Educational opportunities are plentiful, with the Sacramento region being home to California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year college programs.

## THE POSITION

Appointed by and reporting to the Council, the Executive Director is the Chief Executive Officer and serves at the will of the Council. The Executive Director provides leadership to assist the Council, ensure the development and implementation of the Council approved State Plan and other Council approved policies and activities; ensures that the Council fulfills its specific mandates under federal and state law, and manages the day to day operations of the Council.





**Major Responsibilities of the Executive Director:**

**Positions the Council to Carry out the California State Plan and Conduct Strategic Planning for Systems Change and Advocacy**

- Works with the State Council to facilitate the Councils development of a State Plan including setting up those activities to develop a vision for short and long-term strategic goals and identifying resources needed to accomplish those goals. Clearly communicates vision to internal and external stakeholders.
- Keeps the Council apprised of relevant programmatic, policy and administrative matters and timely notifies them of any issues.
- Assists the State Council members in acquiring requisite training, knowledge and skills to promote good stewardship of the organization and its mission.
- Ensures that Council and Committee meetings are

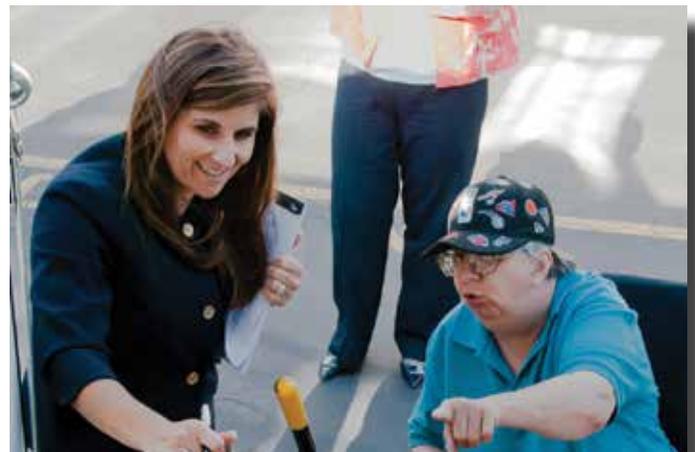
appropriately scheduled, planned and prepared.

- Expands Council's agenda for systemic change to advance the rights of persons with disabilities, leveraging policy opportunities and effectively understanding, and working within the varying political environment.
- Work with the Council to formulate policy decisions that positively affect the rights and interests of individuals with developmental disabilities.
- Represents the Council with the Legislature and state and local agencies in advocating for the rights of Californians with developmental disabilities.

**Administration and Personnel Management of a Statewide Multi-office Organization**

- Motivates and inspires all Council staff to work collaboratively toward vision, mission and goals.
- Manages the thirteen regional offices in conjunction with Area Board

- members and Executive Directors in order to achieve a cohesive, strategic vision and to accomplish goals of the state plan.
- Manages the Executive Directors and staff of the thirteen regional offices of the State Council.
- Receives monitoring and planning input from Area Board members and the regional office Executive Directors in order to achieve a cohesive, strategic vision and to accomplish goals of the state plan.
- Reports to or requests approval from the State Council on regional office activities and needs including but not limited to staffing, fiscal and State Plan implementation.
- Deploy resources efficiently and effectively toward State Council organizational goals, working with staff to balance workload and effort.
- Develops, seeks approval from the State Council and implements a State Council staff structure sufficient to implement the State Plan and carry-out State Council activities.
- Mentors and builds the skills of key staff in the organization, so they can mentor, encourage and motivate other staff.
- Ensure that staff are trained, and supervised effectively in order to carry out Council goals and activities.
- Recommends policies and practices necessary to attract and retain a qualified, skilled work force and ensures that Council approved policies are implemented.
- Assures adequate resources are available now and in the future to accomplish the mission of the Council.
- Engages in short and long-term fiscal planning to provide for the fiscal stability of the Council and develops, oversees, and maintains a system of fiscal internal controls that comply with state and federal standards.
- Develops annual budgets that reflect programmatic needs and manages the approved budget.
- Ensures that all reporting and compliance requirements are met for each funding source.
- Notifies the Council of fiscal status and highlights fiscal issues that may require attention including providing Council with timely and relevant budget and fiscal reports.
- Negotiates and executes contracts as approved by the Council consistent with approved plans, goals and activities.





- Manages day-to-day administrative operations of the Council.

**Promotes Partnerships and Relationships**

- Maintains effective relationships between the Council and state and federal funding agencies.
- Assumes a position of leadership within the disability and other key stakeholder communities to promote the policies and positions of the State Council.
- Maintains an effective relationship and acts as a liaison with the National Association of Councils on Developmental Disabilities.
- Serves as a representative of the State Council with the Governor's Office, Administration, Legislature and other state, federal and local agencies.
- Fosters effective working relationships with other agencies involved in service to individuals with developmental disabilities.
- Communicates the programs, policies and purpose of the State Council to public constituencies and government bodies in a way which will motivate them to support organizational operations, goals and objectives.

- Serves as an active spokesperson for the State Council through proactive and contact with media, finding opportunities to promote the State Council's work and increase public awareness of the State Council's mission.

**THE IDEAL CANDIDATE**

The Council has identified the following characteristics and knowledge-base as qualities they are seeking in the ideal candidate:

- Demonstrated interest and leadership in human service activities including working with and sensitivity to individuals with disabilities.
- Five years of progressively responsible experience in the management and administration of a complex organization with multiple offices, including public interaction, employee supervision and management, personnel administration, fiscal reporting and budgetary responsibilities.
- 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.

- Demonstrated experience working with and providing support to Boards of Directors and/or similar oversight bodies including but not limited to task forces and committees.
- Demonstrated leadership in public policy advocacy.
- Ability to analyze complex problems and develop creative solutions.
- Effective oral and written communication skills.
- Experience and sensitivity in working with individuals from diverse language and ethnic communities.
- Possess a B.A. or B.S. degree from an accredited college or university.

**COMPENSATION**

The monthly salary range for the Executive Director is **\$8,976-\$9,709** and is supplemented by an attractive benefits package.

**APPLICATION AND SELECTION PROCEDURE**

**This position is open until filled**, with the first presentation of screened applicants occurring Tuesday, July 16, 2013.

To be considered for this excellent career opportunity, please submit your resume (including dates of employment and size of budgets and staff managed) with cover letter, current salary and six work-related references to:



Pam Derby  
 CPS Executive Search  
 241 Lathrop Way  
 Sacramento, CA 95815  
 Tel: 916 263-1401  
 Fax: 916 561-7205

Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

**Selection Process**

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. A select group of candidates will be selected for interview in a joint meeting of the Executive and Selection Committees. Top candidates from that process will be interviewed by the Council. An appointment is anticipated following comprehensive reference and background checks.

