

State of California

*Department of Developmental Services*

**National Recruitment**

# **EXECUTIVE DIRECTOR SONOMA DEVELOPMENTAL CENTER**



**The California Department of Developmental Services ensures services and supports are provided to over 250,000 Californians with developmental disabilities living in the community and in state-operated facilities, including four developmental centers and one community facility.**



**The Sonoma Developmental Center is a licensed healthcare facility that provides 24-hour services for residents with developmental disabilities. The facility operates under a General Acute Care, Skilled Nursing and Intermediate Care Facility license and is designed to increase the level of independence, functioning skills, and opportunities for making choices that affect a person's life including the identification of services and supports for transition into the local community.**

## **ABOUT THE POSITION**

Under the direction of the Deputy Director, Developmental Centers Division (DCD), the Executive Director serves as the Chief Executive Officer of the Sonoma Developmental Center (SDC) and is responsible for the delivery of quality services and ensuring the health and safety of all SDC residents. The Executive Director has 24 hour overall responsibility for the management and oversight of all SDC operations, programs and staff.

The Executive Director provides the leadership necessary to assist SDC in maintaining federal certification and its relationships with the local community; collaborates with DDS headquarters in defining and achieving long and short term goals/objectives for the facility; and fulfills the Department's vision at the facility, "Building Partnerships, Supporting Choices."

A person-centered planning approach is utilized at SDC, involving the resident, family members or legal representatives, developmental center and regional center staff, to identify and meet the service and treatment needs of over 500 residents.

The position is located in beautiful Northern California, in Sonoma County, with lakes, and various structures on the campus, including a residential campground, store/cafeteria, post office, sports fields, plant nursery, and picnic areas.

SDC is committed to a culture of respect, high-quality services, active treatment, teamwork, continuous improvement, and positive outcomes.

## **THE IDEAL CANDIDATE**

The Executive Director is a dynamic professional who will provide vision and strong leadership to a large and diverse organization dedicated to serving individuals with unique service needs. This position requires someone who is skilled in resolving complex issues while maintaining a positive relationship with executives, employees, residents, families, community partners, and other stakeholders.

Other desirable characteristics include:

- Direct experience at a management level in the operation of a 24/7 residential living environment or healthcare facility, preferably involving persons with developmental disabilities and/or other populations with special service needs.
- Excellent interpersonal/communication and strong management skills, including the ability to effectively work with diverse stakeholders.
- Experience in an administrative or executive capacity with responsibility for program administration, policy development, employee supervision, and collaboration with labor organizations.
- Demonstrated ability to effectively establish priorities.
- General knowledge of the organization, functions and responsibilities of governmental agencies.
- Familiarity with California's service delivery system.
- Commitment to continuous improvement in the delivery of quality services to residents of the Developmental Center.

## QUALIFICATIONS

**For applicants without prior California Civil Service experience, the position will be filled as an Exempt appointment.**

Eligibility to apply for an Exempt appointment is open to any individual who meets the qualifications for the position.

**For applicants with a prior California Civil Service appointment, the position may be filled using a Career Executive Assignment (CEA).**

There are specific minimum qualifications candidates must meet in order to be eligible to apply for a CEA examination and appointment, including:

- Must be either a current State civil service employee; or
- Current or former employee of the Legislature; or
- Current or former non-elected exempt employee of the Executive Branch; or
- Retired from the US military, honorably discharged from active military duty as defined in Government Code section 18991.



## COMPENSATION & BENEFITS

The salary range for the Executive Director, is \$8,594-\$9,476 per month. As an employee of the State of California, the Executive Director is also eligible to receive a comprehensive benefits package including, but not limited to:

- Retirement Program—CalPERS provides various pension programs based on the date of hire.
- Insurance—Health, dental, vision and life insurance programs provided. Employee contributions may be required depending on programs selected.
- Leave Allowance—Vacation and sick leave benefits provided. The Department observes 11 State holidays each year.
- Professional Development Days—two days provided each fiscal year.

## FILING INFORMATION

All interested applicants must submit a standard original State application (STD. 678) with civil service and/or job titles and dates of experience, resume, and a Statement of Qualifications that includes:

- A discussion of the candidate's education, training, experience and skills that qualifies him/her for this position.
- Specific examples of experience that demonstrate the candidate's ability to fulfill the desirable qualifications as indicated.

Applications will be reviewed on January 15, 2013 and will be accepted until the position is filled. Please send applications to:

Department of Developmental Services  
Personnel Services Section  
1600 Ninth Street, MS—Q  
Sacramento, CA 95814  
Attention: Peggie McQuillan

Questions concerning the examination should be directed to Ms. McQuillan at (916) 322-7790.