



EXEMPT

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

The State Council on Developmental Disabilities strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants.

EXEMPT APPOINTMENT

POSITION TITLE: EXECUTIVE DIRECTOR
SALARY LEVEL: \$9,156.00 - \$10,200.00
LOCATION: HEADQUARTERS – SACRAMENTO
POSTING DATE: April 21, 2015
FILING DATE: Open Until Filled with a Full Consideration Date of **May 11, 2015**. See below for additional information.

THE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

The State Council on Developmental Disabilities (Council) was established by state (Lanterman Act in 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. 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.

The governing multi-member body of 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 has 13 regional offices throughout the state that support individuals with developmental disabilities and their families by providing training, monitoring of policy and services, and public information. The Council works to ensure that appropriate laws, regulations and policies pertaining to the rights of individuals are observed and protected. Headquarters staff, including the Executive Director, are housed in Sacramento. To learn more about the Council, go to: www.scdd.ca.gov .

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, advocacy, and capacity building.
- Works with the Council to facilitate the Council's 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 and information to and from the Council and stakeholders.
- Keeps the Council apprised of relevant programmatic, policy and administrative matters. Timely notifies the Council of any pending or emerging issues and provides recommendations, including issues identified by the Council's Regional Advisory Committees.
- Assists the Council members in acquiring requisite training, knowledge and skills to promote good stewardship of the organization and its mission in a responsive and helpful manner.
- Ensures that Council and Committee meetings are appropriately scheduled, planned and prepared.
- Works to advance the Council's agenda for systemic change to advance the rights of persons with disabilities by leveraging policy opportunities, effectively understanding relevant issues, and working within the varying political environment.
- Assists the Council with the development of 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 MULTI-OFFICE CALIFORNIA STATE GOVERNMENT AGENCY

- Performs high administrative and policy functions of a California state government agency effectively.
- Motivates and inspires all Council staff to work collaboratively toward vision, mission and goals, while demonstrating sensitivity and good judgment.
- Manages and receives monitoring and planning input from Headquarters and regional office staff in order to achieve a cohesive, strategic vision and to accomplish goals of the state plan.
- Reports to or requests approval from the Council on regional office activities and needs, including, but not limited to, staffing, fiscal and State Plan implementation.
- Deploys resources efficiently and effectively toward Council organizational goals, while working with staff to balance workload and effort.
- Develops, seeks approval from the Council, and implements Council staff structure sufficient to implement the State Plan and carry out Council activities.
- Mentors and builds the skills of key staff in the organization, so they can mentor, encourage and motivate other staff.
- Ensures that staff are trained and supervised effectively in order to carry out Council goals and activities, in conjunction with state and federal laws.
- 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 internal fiscal controls that comply with state and federal standards.
- Develops, implements and manages an annual budget that reflects programmatic needs. Ensures that budget is legal and adheres to California state government agency accounting and fiscal management practices.
- 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, and California state government agency rules.
- 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.
- Maintains effective relationships with, and assumes a position of leadership within, the disability and other key stakeholder communities and organizations 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 Council with the Governor's Office, Administration, Legislature and other state, federal and local agencies.
- Fosters effective working relationships within the Council and with other agencies involved in service to individuals with developmental disabilities and resolves issues in an objective and productive manner.
- Communicates the programs, policies and purpose of the 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 Council through proactive contact with media, finding opportunities to promote the Council's work and increase public awareness of the Council's mission and issues affecting Californians with developmental disabilities.

THE IDEAL CANDIDATE

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

- Demonstrates 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.

- Knowledge of the organization, functions, and practices of California state government, including the organization and practices of the Legislature and the Executive Branch, and principles, practices, and trends applicable to the administration, organization, and management of a California state government agency.
- Demonstrates 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.
- Demonstrates experience working with and providing support to Boards of Directors and/or similar oversight bodies, including, but not limited to task forces and committees.
- Demonstrates 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 \$9,156.00-\$10,200.00 and is supplemented by an attractive benefits package.

APPLICATION AND SELECTION PROCEDURE

This position is open until filled with a Full Consideration Date of May 11, 2015. To receive full consideration during initial review by the Executive Committee, application materials must be **RECEIVED BY MAY 11, 2015**.

Application materials received after May 11th are not guaranteed to be fully reviewed by the Executive Committee. Application materials may be emailed, provided that the State Application (STD 678) with an original signature is submitted prior to any scheduled interview.

To be considered for this excellent career opportunity, please submit a completed State of California Application (STD 678), resume (including dates of employment and size of budgets and staff managed), Statement of Qualifications (no more than three pages), current salary, and six work-related references to:

Personnel Officer - Executive Director Search
State Council on Developmental Disabilities
1507 21st Street Ste. 210
Sacramento, CA 95811
Tel: 916 322-8481
Fax: 916 443-4957
Email: EDsearch@scdd.ca.gov .

SELECTION PROCESS

This is an EXEMPT position. Application materials will be screened in relation to the Executive Director responsibilities outlined in this brochure. Candidates with the most relevant qualifications will be selected for initial interviews by the Council's Executive Committee. A select group of candidates will be identified for subsequent interview by the full Council. An appointment is anticipated, following comprehensive reference and background checks.