

CLASS TITLE:

**EXECUTIVE DIRECTOR
(DEVELOPMENTAL DISABILITIES COUNCIL)**

Class Code: 02502900

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management of the Developmental Disabilities Council Programs which includes the implementation, representation and execution of the Council's policies and plans, policy analysis and personnel management; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of full Council and the Executive Committee; work is reviewed through written reports and conferences for conformance with established objectives, policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises, and reviews the work of a subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the management of the Developmental Disabilities Council Programs which includes the implementation, representation and execution of the Council's policies and plans, policy analysis and personnel management.

To be responsible for the development and preparation of the Developmental Disabilities Program and to ensure such a program is carried out to conform with state, regional, and federal reporting guidelines and requirements.

To be responsible for providing administrative and technical assistance in the formulation and execution of the Council's policies, procedures, rules and regulations.

To consult with members of the Council, staff and committee members regarding the development and coordination of a work plan based upon management objectives.

To be responsible for the supervision and operation of office functions including a record maintenance system; an information system; the preparation of the annual budget; the preparation of financial reports; the authorization of operating expenses, as well as the approval of grant awards and the monitoring and evaluation of such grant awards.

To be responsible for developing, preparing and submitting the program's annual report.

To be responsible for coordinating the Council's public relations program; to represent the Council at various meetings and conferences.

To be responsible for the recruitment and appointment of Council members and to provide an orientation and training program for such appointees and existing staff members.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques needed for developing a comprehensive system and a coordinated array of services and other assistance for persons with developmental disabilities and their families; the ability to apply such knowledge in planning, developing, administering, analyzing, monitoring and evaluating a statewide

system of services in order to support persons with developmental disabilities to achieve their maximum potential through increased independence, productivity, and integration into the community; the ability to effectively interpret and implement federal/state laws and regulations relating to developmental disabilities; the ability to supervise the conduct of a comprehensive review and analysis of services provided by all state agencies which affect individuals with developmental disabilities; the ability to coordinate and collaborate with other advocate groups, private agencies, public officials, federal and state agencies and the general public to provide and obtain technical assistance in the areas of planning, policy, advocacy, public awareness, training, outreach, monitoring and evaluation; the ability to represent the Council on state, regional and national committees; the ability to effectively prepare and administer a budget for program and operating expenses comprised of federal dollars and based on federal fiscal requirements; the ability to provide administrative and technical assistance in the formulation and execution of the Council's policies, procedures, rules and regulations; the ability to articulate and disseminate the Council's objectives and purpose as it relates to current and future trends; the ability to plan, direct, coordinate, supervise and review the work of professional and clerical staff; the ability to provide orientation and training to Council members; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in specialization in Psychology, Public Administration, Rehabilitation, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory position involving the development of a comprehensive statewide system for persons with developmental disabilities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 28, 1988

Editorial Review: 3/15/03