CALIFORNIA SCDD State Council on Developmental Disabilities

STATE OF CALIFORNIA
Edmund G. Brown Jr.
Governor

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AREA BOARD 5 EXECUTIVE DIRECTOR I
RECRUITMENT NOTICE

The Area Board 5 office of the State Council on Developmental Disabilities cordially invites interested persons to apply for the Area Board 5 Executive Director position in Oakland, California. This position is exempt from civil service; therefore, you need not be a State employee to apply.

If interested, please submit a (1) Cover letter, (2) Resume, (3) The name and telephone number of at least three references and (4) Standard State application to:

Szandra Keszthelyi, Personnel
State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

Salary Range: $6,297 - $6,811/month

The Standard State Application form can be accessed at http://jobs.ca.gov/Profile/StateApplication. The above required documents *must be RECEIVED by Wednesday, February 20, 2013*. Applications will be screened and only the most qualified candidates will be selected for an interview.

For information about the State Council and the duty statement for this employment opportunity, visit the Council's website at www.scdd.ca.gov. If you have any questions, please contact Szandra Keszthelyi at (916) 322-5521 or szandra.keszthelyi@scdd.ca.gov.

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

State of California
State Council on Developmental Disabilities
Area Board 5
Executive Director I
DUTY STATEMENT

Employee Name:	Classification:	Exempt Level:	Position Number:
	Executive Director I	O	792-105-5098-xxx
Unit: Area Board 5		Division: Area Board Operations	
Position Appointment Date:			

AREA BOARD FUNCTION

The State Council on Developmental Disabilities has 13 Area Board Offices that are responsible for advocating on behalf of the legal, civil, and service rights of persons with developmental disabilities in various counties within the state of California. Included within this responsibility are: the monitoring of publicly funded agencies providing services to this population, program planning and coordination, and the dissemination of public information. Each Area Board Office is given policy direction by a volunteer Board of Directors, five appointed by the Governor and the remaining seats are appointed by the County Board of Supervisors of each county located within the geographical boundaries of the Area Board.

SUMMARY OF RESPONSIBILITIES

Under the general direction of the Deputy Director of Area Board Operations, the Area Board Executive Director is the chief executive officer of the Area Board, responsible for all operational activities. In addition to federally funded program activities mandated by the federal Developmental Disabilities Assistance and Bill of Rights Act, the Area Board is responsible for program activities that are funded through a reimbursable interagency agreement (IA) with the Department of Developmental Services. Under the terms of the IA, the program activities include conducting Quality Assessments (QAs) to assess the quality of services provided to persons with developmental disabilities. Specific Area Board Executive Director duties include, but are not limited to the following:

ESSENTIAL FUNCTIONS:

40% Administering the operation of the Area Board, including: hiring, supervising and managing staff to implement established goals and objectives; monitor multiple budgets; overseeing accounting, procurement and facility management; handling all personnel issues; and preparing relevant contracts and reports as required.

ESSENTIAL FUNCTIONS (continued):

40% Act as a spokesperson for the Area Board and maintain its' visibility throughout the catchment area. Identify and define system wide problems, collect and analyze necessary data, and implement plans of action. Network with local community agencies and disability groups serving and representing persons with developmental disabilities through participation in community events and outreach. Monitor service agencies serving persons with developmental disabilities to ensure the protection of client rights. Provide individual advocacy, technical assistance and training activities to better connect individuals to needed services and supports. Maintain current knowledge of and analyze federal, state and local legislation and regulations to determine their impact on persons with developmental disabilities.

15% Provide staff support to the volunteer Board of Directors who are appointed to the Area Board; advise Board members in setting goals, priorities and policies; prepare Board meeting agendas and minutes; prepare Board correspondence; and conduct Board member training.

MARGINAL FUNCTIONS:

5% Perform other duties appropriate for the class as needed.

Supervision Received:

The Area Board Executive Director receives general direction from the Deputy Director of Area Board Operations.

Supervision Exercised:

The Area Board Executive Director provides supervision and direction to Area Board staff.

Administrative Responsibility

The Area Board Executive Director, as the manager of one of SCDD's regional Area Boards, is responsible for fiscal, personnel, and general administrative support functions.

Personal Contacts

The Area Board Executive Director interacts with primary and secondary consumers, state Council staff, local Area Board volunteer Board of Directors, representatives of local agencies and organizations concerned with the provision of services to persons with developmental disabilities, local policy makers, local vendors, contractors, and the general public. In addition, with enactment of the Lanterman Developmental Disabilities Act (Chapter 676, Statutes of 2002) there is increased accountability to other state agencies, the Legislature and the Governor.

Actions and Consequences

The Area Board Executive Director is critical to the success of the SCDD since this position is responsible for local implementation of the State Plan's goals and objectives and implementation and reporting of activities as required under Federal and State law and State Interagency Agreements. Without this service, SCDD is not in compliance with Federal and State Law.

MINIMUM JOB REQUIREMENTS:

1. B.A. or B.S. degree in a relevant field.
2. Seven year's experience in the health and human services field.
3. Five years progressively responsible experience in administration and management of complex legal or human service organization, including employee supervision and management, personnel management, fiscal management, and management of computer systems.
4. Demonstrated effective interpersonal skills, conflict resolution and team building skills.
5. 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.
6. Demonstrated experience working with and providing support to Boards of Directors and/or similar task forces and committees.
7. Demonstrated leadership in public policy advocacy.
8. Ability to analyze complex problems and develop creative solutions.
9. Effective oral and written communication skills.
10. Experience developing or promoting policy and developments at state and local government levels.
11. Experience working with or sensitivity to individuals with disabilities.
12. Experience working with or sensitivity to individuals from language and ethnic distinct communities.

DESIRABLE QUALIFICATIONS:

1. Advanced Degree in relevant field.
2. Knowledge of laws, rights, and services as they pertain to people with disabilities in California, and/or direct representation of people with disabilities.
3. Experience managing a nonprofit or as a manager in state government.
4. Ability to read, write and speak Spanish or an Asian language.