

State Council on Developmental Disabilities

EXECUTIVE DIRECTOR

Duty Statement

THE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES:

The State Council on Developmental Disabilities (Council) is an independent state agency mandated by federal and state law to engage in advocacy, capacity building, and systemic change to promote a consumer and family-based system of services and supports for people with intellectual and/or developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities (self advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. 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.

The multi-member governing body of the Council consists of 31 voting members, all of whom are appointed by the Governor, including individuals with disabilities, their families, federally funded partners and state agencies. In addition to its headquarters office in Sacramento, the agency maintains 13 Council offices located throughout California that carry out activities to achieve State Plan goals, objectives and strategies across the State.

THE EXECUTIVE DIRECTOR POSITION:

The Executive Director, as a leader of the Council's Executive Management Team, helps the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, US 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et. seq.).

The Executive Director serves as the chief advisor to the Council and is responsible for overseeing the implementation of Council policy. The Executive Director provides leadership and direction to ensure necessary support for the Council in developing policies, adopting plans, conducting system monitoring, systemic change and capacity building, and generally advocating for persons with intellectual and/or developmental disabilities. The Executive Director represents the Council with the Governor's Office, the Legislature and other state, federal and local agencies. The Executive Director is appointed by and serves at the will of the Council.

A. JOB DUTIES:

- 50% Policy Development, Planning and Coordination – Serves as chief executive advisor to the 31 Council members. Keeps the Council informed regarding Council statutory responsibilities. Develops, recommends, coordinates with and represents the Council's positions regarding policy development and implementation that positively affect the rights and interests of individuals with intellectual and/or developmental

disabilities. Provides oversight and direction for development of Council State Plan and strategic planning. Works closely with Council leadership to ensure that Council and Committee meetings are appropriately scheduled, noticed, planned, and conducted by performing high level Clerk of the Council functions.

30% Policy Implementation and Advocacy – Provides leadership and direction to ensure the development and implementation of Council approved policies and practices are consistent with statutory rights and responsibilities, including the implementation and administration of Division 4.5 of the Welfare and Institutions Code and Public Law 106-402. Supervises the development and provision of training to Council members and staff on Public Law 106-402 mandates. Coordinates with Disability Rights California, the University Centers for Excellence and other agencies and organizations. Serves as a representative of the Council to the Governor’s Office, Legislature and other federal, state, and local agencies.

20% General Administration and Management – As chief administrative executive to a State of California agency, provides overall guidance and leadership to Council staff, is responsible for hiring, supervision, training and evaluation of employees and ensures that Council directives are properly carried out by staff. Provides supervision over the development and implementation of standard orientation tools and resources for staff that address program and administrative requirements. Mentors and builds the skills of key staff in the organization. Through subordinate staff, manages the day to day operations of the Council and oversees program compliance with federal and state laws applicable to a state agency receiving federal funding.

B. SUPERVISION RECEIVED:

The Executive Director is appointed by and reports to the Council. The Executive Director receives general guidance from Council. Unlike the typical department that has an Agency Secretary, the Council reports directly to the Governor. The Executive Director must exercise the judgment of a Cabinet level position.

C. SUPERVISION EXERCISED:

The Executive Director provides direction to a Chief Deputy Director, a Deputy Director of Regional Offices, a Deputy Director of Policy and Planning, Senior Legal Counsel, and other Council employees.

D. ADMINISTRATIVE RESPONSIBILITY:

The Executive Director has overall responsibility for all Council operations.

E. PERSONAL CONTACTS:

The Executive Director interacts with the Governor's Office, high level governmental officials, members and staff of the California Legislature, Council members, state agencies, vendors, contractors, interested individuals and organizations, the media and general public.

F. ACTIONS AND CONSEQUENCES:

The Executive Director assumes overall responsibility for Council operations and is therefore critical to the success of the organization. The position of Executive Direction is necessary to coordinate agency responsibility and functions and to ensure compliance with federal and state laws.

G. OTHER INFORMATION:

The Executive Director must provide direction to the Council in compliance with all federal and state laws and requirements applicable to the Council. The Executive Director must have general understanding of organizational theory and general understanding of fiscal, administrative, and personnel management of a State of California agency. The Executive Director must be able to effectively lead, coordinate, review and evaluate staff efforts to implement Council directives. The Executive Director must be able to monitor, research, analyze, develop and promote strategic public policy and long range plans; articulate policy and plans in writing and orally for logical persuasion; develop effective and constructive working relationships with the Governor's office, federal and state departments, key legislators and legislative staff, and other public officials. The Executive Director must be able to accurately represent and implement the Council's policy directions and maintain a professional staff relationship with the Council members. The Executive Director must be able to represent the Council and the Council's official positions/actions to a variety of agencies, organizations, groups and individuals. The Executive Director must have a broad knowledge of the system of services and supports for individuals with developmental disabilities and their families. The Executive Director must have the ability to comprehend programmatic and fiscal policy issues related to persons with developmental disabilities and their families. The Executive Director must have general knowledge of major federal and state laws affecting services for persons with intellectual and/or developmental disabilities; have general knowledge of the federal and state legislative process; work professionally and effectively with consumers, families and consumer groups; facilitate consensus among diverse interest groups.

The Executive Director must demonstrate respect for and the ability to communicate effectively with individuals who have an intellectual and/or developmental disability and their families. The Executive Director must be free to work extended hours and travel.