

Executive Director

Commonwealth (of Kentucky) Council on Developmental Disabilities

Personal Services Contract

Salary Range: \$85,000

Location: Frankfort, Kentucky

The Commonwealth Council on Developmental Disabilities advocates on behalf of Kentuckians with developmental disabilities and their families. The mission of the Council is to create systemic change in Kentucky that empowers individuals to achieve full citizenship and inclusion in the community through education, capacity building and advocacy.

The Executive Director must have broad knowledge in the field of developmental disabilities and extensive knowledge of the values, needs and capabilities of persons with disabilities and their families. The Executive Director must demonstrate the capability to administer a complex systems change program, as well as the ability to provide proactive leadership on behalf of persons with disabilities and their families. Experience and effectiveness in organizational management and personnel supervision are required.

Within the limits of Council bylaws and policies based the provisions of State and Federal statutes and regulations, the Executive Director has the responsibility and authority for the following **(not limited to)** duties:

Responsibilities

- Assisting the Council, its committees, sub-committees, and task forces in formulating public policy positions impacting persons with disabilities and their families;
- Preparing recommended policies, budgets, program plans, and reports for Council review and approval;
- Establishing and maintaining effective and ongoing collaborative interagency planning and developing relationships with a wide range of agencies and constituencies;
- Ensuring implementation of Council directives and policies in the most cost effective manner;
- Assisting the Council and the Governor's Office in maintaining representative Council membership in compliance with Federal and State law(s);
- Providing training options for Council members on the national Developmental Disabilities Assistance and Bill of Rights Act, the role of the State Planning Councils, and relationships to other major units of the DD Act;
- Arranging training opportunities for Council members through participation in community, state, and national conferences to gain information and competence in: public policy processes; legislative processes; administrative and fiscal planning processes; and state of the art services and best practices;
- Directing the staff in meeting the State Plan's Areas of Emphasis;

- Conducting surveys and assessments to determine values and needs of people with disabilities and their families.

Minimum Qualifications

Advanced degree in human services related field is preferred. Experience in leadership especially in the health or human service area, legislative services and policy development is preferred. The following qualifications would be met by experience working in the developmental disability field as well as management experience including supervision and budgeting. **This is not meant to be an exhaustive list.**

- Considerable knowledge of current philosophy and best practices in providing services and supports for individuals with developmental disabilities: i.e., Olmstead Decision, Medicaid waivers, IDEA, ESSA and WIOA;
- Knowledge of the primary federal and state programs which provide funding mechanisms for services and supports for individuals with developmental disabilities;
- Knowledge of methods to develop action strategies and evaluation methods for projects and initiatives;
- Knowledge of the intent and purposes of the developmental disabilities legislation and programs;
- Knowledge of key public policy issues and experience presenting to stakeholders: i.e., policy makers, legislators, government officials;
- Knowledge of the legislative process (federal and state);
- Knowledge of federal grants and funding;
- Experience in budgeting and fiscal management systems (federal/state);
- Experience managing staff;
- Experience providing support and working with government Boards and Commissions (federal/state).

More about us

The Commonwealth Council on Developmental Disabilities is governed by a 26 member board of Governor appointed constituents that includes consumers, consumer representatives and state agency representatives. The Executive Director reports to the Council, is directly supervised by Council chairperson and supervises staff in offices located in Frankfort, Kentucky.

How to apply

Please submit a cover letter and detailed resume to Carol Ann Tudor, Internal Policy Analyst III at carol.tudor@ky.gov.