

DEVELOPMENTAL DISABILITIES COUNCIL COORDINATOR

Functional Job Description

The Developmental Disabilities Council Coordinator (Executive Director) serves as the executive officer of the Council, recommends and participates in the formulation of new policies and makes decisions within existing policies approved by the Council. Plans, organizes, directs and coordinates the staff, programs and activities of the Council to assure that the Council's mission, philosophy, goals, and mandate is completed in accordance with the Developmental Disabilities and Bill of Rights Act.

QUALIFICATIONS AND PERSONAL CHARACTERISTICS

~~The Coordinator (Executive Director) must have a broad knowledge of developmental disabilities as well as the service needs and capabilities of people with developmental disabilities.~~ The Coordinator (Executive Director) must have a demonstrated capacity to administer a complex and multifaceted program and must have displayed an ability to exercise forthright leadership ~~on behalf of people with developmental disabilities.~~ The Coordinator (Executive Director) should have knowledge of organizational management and experience with personnel supervision and supporting, volunteers.

~~The Coordinator (Executive Director) should also be highly knowledgeable about state legislation and the activities of state agencies which administer programs and/or advocate for people with developmental disabilities. The Coordinator (Executive Director) should also be knowledgeable about key federal legislation affecting people with developmental disabilities.~~

This position requires creativity, leadership and initiative in carrying out tasks assigned and an ability to exercise wise, independent judgment in pursuit of such assignments. The Coordinator (Executive Director) must be able to lead the Council and its programs into the future and to support and engage Council members to exercise leadership. This position requires a close and mutually supportive relationship with the council chairperson and other council officers.

SUPERVISION AND EVALUATION

The ~~Coordinator~~ (Executive Director) is responsible to the Council and is directly supervised by the Council Chairperson for the administration of the Council office and for proper interpretation and fulfillment of functions, responsibilities, authority and relationships. The ~~Coordinator~~ (Executive Director) is evaluated annually by the Personnel Committee on behalf of the Council. Within the limits set by the Council by-laws and policies and state and federal law, the Coordinator (Executive Director) is responsible for and has commensurate authority to accomplish the following duties.

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PRIMARY DUTIES AND RESPONSIBILITIES INCLUDE:

1. Provide staff support to the Council by:
 - a. assisting the Council, its committees and subcommittees, in formulating public policy impacting on people with developmental disabilities;
 - b. preparing recommended policies, budgets, plans, reports, and resolutions for Council review and approval;
 - c. ensuring implementation of Council directives and policies;
 - d. identifying and implementing policies and practices promoting cost-effective Council operations;
 - e. communicating Council policy, activities, requirements, recommendations and concerns to a variety of agencies, organizations and constituencies;
 - f. representing the Council in establishing and maintaining effective working relationships with a variety of agencies and constituencies;
 - g. developing meeting agendas and related informational material and presentations;
 - h. coordinating all logistical arrangements required in scheduling and convening regular Council, committee and subcommittee meetings;
 - i. preparing written material including regular day to day correspondence and meeting minutes in accessible formats as appropriate; and
 - j. assisting the Council and the Governor's office in maintaining representative membership in compliance with state and federal law.

2. Administer the overall implementation of the Council's State Plan, direct the financial management of state and federally approved budgets contained in the plan, and manage Council approved grants and contracts with agencies and organizations conducting projects and activities and providing services for people with developmental disabilities with Federal Developmental Disabilities Act funding awarded by the Council by:
 - a. distributing and publicizing the approved Plan and explaining its contents to a variety of organizations, agencies and constituencies;
 - b. following (or adapting) the state procurement requirements in seeking applicants for Council funds and awarding contracts for Council approved projects;
 - c. coordinating preparation and processing of grant/contract agreements;
 - d. developing and maintaining a uniform fiscal expenditure reporting system for Council funded projects;

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- e. reviewing expenditure reports to ensure compliance with state and federal regulations and adherence to contractual requirements;
 - f. coordinating approval and processing of payments to project contractors and grantees; and
 - g. developing and maintaining a project monitoring system to include on-site visits and narrative progress reports and ensuring the results are reported to the Council.
3. Recruit, train and supervise personnel of the Council by:
- a. periodically reviewing the Council staff structure to meet the changing needs of the Council and making any recommendations for change to the Council;
 - b. obtaining maximum use of staff by clearly defining their duties, establishing performance standards and position descriptions for all staff, conducting performance reviews annually, recommending a competitive salary structure, and ensuring the existence of appropriate personnel policies;
 - c. making all staff and project assignments;
 - d. managing, coordinating and monitoring staff products and activities, including grants management, necessary to implement Council objectives and priorities;
 - e. assuring directly and through supervision of assigned staff that all Council committees, subcommittees and ad hoc work groups have necessary staff support for preparation, operations, decision making and follow-up; and
 - f. directing the staff of the Council in implementing the activities required to reach the goals of the State Plan;
4. Prepare annual State plans, reports and budgets in accordance with Council directives and applicable federal requirements pertaining to the Developmental Disabilities Assistance and Bill of Rights Act by:
- a. supervising the conducting of surveys and assessments to determine needs of people with developmental disabilities in the state;
 - b. reviewing applicable federal regulations and assisting the Council with their interpretation;
 - c. soliciting Council and public input to proposed State Plans and budgets;
 - d. writing, editing and directing the development of and submitting within deadlines established for federal review and funding approval annual State Plans, annual reports, financial reports and budgets including non-federal match;
 - e. coordinating control over funds, physical assets and inventory consistent with sound management practices; and
 - f. maintaining liaison with federal personnel and addressing concerns expressed and plan approval conditions imposed.

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5. Support the development of leadership skills and abilities of Council members by:
 - a. empowering the citizen and other members of the Council to govern the Council and to address the Council's mandates;
 - b. providing training opportunities for Council members on the Developmental Disabilities Act and the role of DD Councils;
 - c. providing training opportunities for Council members to participate in state and national conferences to gain information about state-of-the-art services and best practices;
 - d. assisting Council members in communicating with their state legislators and Members of Congress;
 - e. assisting committee and subcommittee chairpersons and Council officers to learn their roles and responsibilities and provide on-going support to ensure their successful leadership;
 - f. maintaining personal contact with all Council members; and
 - g. formulating strategies with Council leadership to promote interest and active participation in the Council's activities on the part of Council members.
6. Advocate for programs and policies which benefit people with developmental disabilities in terms of quality and quantity of services available to them by:
 - a. assisting the planning efforts of state agencies to ensure that people with developmental disabilities receive adequate and appropriate services;
 - b. reviewing and commenting on state plans and policies impacting on people with developmental disabilities;
 - c. reviewing the performance of state agencies serving people with developmental disabilities and advising the Council of deficiencies noted and preparing appropriate recommendations;
 - d. tracking state and federal legislation pertaining to people with developing information to the Governor, State Legislature and the U.S. Congress as necessary;
 - e. assisting the Council to develop an annual public policy agenda and widely disseminating it to appropriate organizations and constituencies;
 - f. participating in state-wide coalitions which address issues concerning people with developmental disabilities; and
 - g. providing recommendations to Congress and the Administration on Developmental Disabilities and other federal agencies on national policy affecting persons with developmental disabilities.

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7. Participate in the exchange of information among and between Developmental Disabilities Councils of other states, the federal Administration on Developmental Disabilities (ADD) and the National Association Councils on Developmental Disabilities (NACDD) by:
 - a. responding to inquiries and requests for information in writing via telephone, FAX or electronic mail and completing and returning questionnaires or requested reports;
 - b. attending conferences and meetings sponsored by ADD and NACDD, participating to the maximum extent feasible in the in the policy-making and governance of NACDD and encouraging and supporting Council member participation in the same; and
 - c. requesting needed information from appropriate out-of-state resources.
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