**JOB TITLE** (Working title may be used):Executive Director of the SD Council on Developmental Disabilities

**Civil Service:**  **Exempt**:  **VETERANS’ PREFERENCE ELIGIBLE:**

**Hiring Manager (Name / Employee #):**

Send Posted Email to (Name / Employee #):

Send Posted Email to (Name / Employee #):

**POSITION #(s):**      

**# OF OPENINGS:** 1 **FULL TIME**  **PART TIME**  If Part Time, # of hours per week:

**LOCATION:**      (Up to four locations can be added – please list all if more than one location is considered)

**Negotiable?** Yes  No *The location of this position is negotiable.*

**Remote?** Yes  No *This position has an option to be remote.***DEPARTMENT & DIVISION:** Department of Human Services

**TYPE OF ANNOUNCEMENT:** **MOST RECENT INCUMBENT(S):**

If Unit specific Promotional - **UNIT:**

**LENGTH OF RECRUITMENT:**  **RATE OF PAY: $**      **PAY GRADE:**

**GEOGRAPHIC DIFFERENTIAL:** No

**SHIFT DIFFERENTIAL:** No

**QUESTION SET REQUIRED:** Yes  No

**ADDITIONAL REQUIREMENT QUESTIONS:** Yes  No  If yes, list below.

**OTHER REQUIREMENTS:**

**Background** S*uccessful candidate(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.*

**Drug** *Offers of employment are conditional upon successful completion of a drug screening.*

**Abuse** *Successful candidate(s) will undergo an abuse and neglect screening.*

**DOT/CDL** Incumbent must have a valid driver's license and be able to obtain a Class A commercial driver's license (CDL) with no transmission restrictions and a N: Tank Vehicles endorsement within 120 days of hire date to retain employment. Employee will be subject to pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing.

**Other required documents:** (Curriculum Vitae, Transcripts, Writing Sample, Resume, etc.)  Resume

**Working conditions or other specific requirements** (physical, environmental, or other position requirements).

**INTRODUCTION/JOB DESCRIPTION** Please adequately describe the job and your agency or division to attract qualified applicants.

DHS intro \*add additional info on position locations and policy on remote work

The South Dakota Council on Developmental Disabilities' mission is to assist people with intellectual and developmental disabilities (IDD) and their families to experience the quality of life they desire through advocacy and systems change. The Council is made up of 25 members appointed by the Governor. 60% of the members are people with IDD or family members/guardians of people with IDD. Other members include professionals from major state agencies that serve people with IDD, service providers, and advocacy groups. Public Law 106-402 (Developmental Disabilities Act) authorizes each state to establish a Council to address unmet needs of people with IDD.

This position is full-time, working 40-hours per week, serves as the Chief Executive Officer of the SD Council on Developmental Disabilities. This positions responsbilites are as follows:

\*Primary staff support to the South Dakota Council on Developmental Disabilities;

\* Supports the development of leadership skills and abilities of Council members;

\*Recruit, train and supervise personnel of the Council;

\*Prepares annual State plans, reports and budgets in accordance with Council directives and applicable federal requirements pertaining to the Developmental Disabilities Act;

\*Administers the overall implementation of the Council's State Plan and directs the financial management of state and federally approved budgets contained in the plan;

\*Manages approved grants and contracts awarded by the Council to agencies and organizations conducting projects and activities and providing services for people with intellectual and developmental disabilities;

\*Advocates for programs and policies that benefit people with intellectual and developmental disabilities;

\* Educates and informs people with IDD and their families, providers, policymakers, and the general public regarding issues impacting the lives of people with intelectual and developmental disabilites and their families;

\* Represents the Council through attendance and participation in local and state meetings and workgroups;

\*Participates in the exchange of information among and between State Councils on Developmental Disabilities of other states, the federal Administration on Community Living (ACL), Office on Intellectual and Developmental Disabilities (OIDD) and the National Association of Councils on Developmental Disabilities (NACDD).

Both in-state and out-of-state travel is required.

**Licenses and Certifications:**

**The Ideal Candidate Will Have:**

Bachelor's degree in Social Work, Human Services, or another related field. Experience in develomental disabilites, grant/contract management, and facilitation of large groups or committees is preferred.

**Knowledge, Skills, and Abilities:**

Demonstrated effectiveness in working with Councils and Boards.

Knowledge of South Dakota’s system of services for people with intellectual and developmental disabilities.

Knowledge of the federal and state legislative and budgetary systems.

Ability to accomplish work plan with intermittent and minimal direction.

Ability to work autonomously and contribute to a team.

Demonstrate excellent oral and written communication skills.

Knowledge and expereince with Person Centered Thinking and Life Course frameworks.

**Additional Requirement Questions:**

To be considered, please complete the information below. Your responses to these supplemental questions must be clear, concise, and numbered. Please describe any work or life-related experience which would indicate that you possess the knowledge, skill, or ability listed below: