



## **POSITION DESCRIPTION – EXECUTIVE DIRECTOR**

### **A. JOB PURPOSE**

The Executive Director serves as the chief executive officer of the SD Council on Developmental Disabilities.

### **B. QUALIFICATIONS AND PERSONAL CHARACTERISTICS**

The Executive Director must:

- Know the service needs and capabilities of people with intellectual and developmental disabilities
- Be able to administer a complex program
- Have organizational management and experience with personnel supervision and supporting volunteers
- Understand the intellectual and developmental disabilities service system including state and federal laws, rules and programs
- Be prepared to use creativity, leadership and initiative in carrying out tasks assigned
- Be able to lead the Council and its programs into the future
- Support and engage Council members to exercise leadership

### **C. SUPERVISION AND EVALUATION**

- The Director is responsible to the Council.
- The Director is directly supervised by the Council Chairperson
- The Director is evaluated annually by the Executive Committee on behalf of the Council.

### **D. MAJOR DUTIES, RESPONSIBILITIES AND TASKS**

1. Provide primary staff support to the State Council on Developmental Disabilities: (15%)
  - a. assists the Council, its committees and subcommittees, in formulating public policy impacting people with intellectual and developmental disabilities;
  - b. prepares recommended policies, budgets, plans, reports, and resolutions for Council review and approval;

- c. ensures implementation of Council directives and policies in a cost-effective manner;
  - d. establishes and maintains relationships with a variety of agencies, organizations and individuals and communicates Council policy, activities, requirements, recommendations and concerns to them;
  - e. develops and/or supervises the development of meeting agendas and related information material and presentations with chairperson's input and participation;
  - h. coordinates and/or supervises the coordination of all logistical arrangements required in scheduling and convening regular Council, committee and subcommittee meetings;
  - i. Prepares and/or supervises the preparation of written material including regular day to day correspondence and meeting minutes in accessible formats as appropriate;
  - j. assists the Council and the Governor's Office in maintaining representative membership in compliance with state and federal law.
  - k. Develops and maintains a Procedures Manual and prepares a monthly report that includes information on amount of time worked on a daily basis and is reviewed by the Executive Committee.
2. Support the development of leadership skills and abilities of Council members: (5%)
- a. empowers members of the Council to govern the Council and to address the Council's mandates;
  - b. provides training opportunities for Council members on the Developmental Disabilities Act and the role of State Councils on Developmental Disabilities;
  - c. provides 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. assists Council members in communicating with their state legislators and Members of Congress;
  - e. assists committee and subcommittee chairpersons and Council officers to learn their roles and responsibilities and provide on-going support to ensure their successful leadership;
  - f. maintains personal contact with all Council members;



5. 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 intellectual and developmental disabilities with Federal Developmental Disabilities Act funding awarded by the Council: (35%)
  - a. distributes and publicizes the approved Plan and explains its contents to a variety of organizations, agencies and individuals;
  - b. follows (or adapts) the state procurement requirements in seeking applicants for Council funds and awarding contracts for Council approved projects;
  - c. coordinates preparation and processing of grant/contract agreements;
  - d. monitors the Designated State Agency's uniform fiscal expenditure reporting system for Council-funded projects;
  - e. works with the Designated State Agency's fiscal staff in reviewing expenditure reports to ensure compliance with state and federal regulations and adherence to contractual requirements;
  - f. coordinates approval and processing of payments to project contractors and grantees;
  - g. develops and maintains a project monitoring system to include on-site visits and narrative progress reports and ensures the results are reported to the Council.
  - h. Represents the Council at meetings and on task forces, workgroups or committees working on policy and systemic issues relevant to the Council's state plan and attends Council sponsored events/trainings.
  
6. Advocate for programs and policies which benefit people with intellectual and developmental disabilities in terms of quality and quantity of services available to them: (20%)
  - a. assists the planning efforts of state agencies to ensure that people with intellectual and developmental disabilities receive adequate and appropriate services;
  - b. reviews and comments on state plans and policies impacting people with intellectual and developmental disabilities;
  - c. reviews the performance of state agencies serving people with intellectual and developmental disabilities and advises the Council of deficiencies noted and prepares appropriate recommendations;

- d. tracks state and federal legislation pertaining to people with intellectual and developmental disabilities and provides information to the Governor, State Legislature and the U.S. Congress as necessary;
  - e. works with the Council in establishing public policy directives.
  - f. participates in statewide coalitions which address issues concerning people with intellectual and developmental disabilities;
  - g. provides recommendations to Congress and the Office on Intellectual and Developmental Disabilities and other federal agencies on national policy affecting people with intellectual and developmental disabilities.
7. Participate in the exchange of information among and between State Councils on Developmental Disabilities of other states, the federal Administration on Community Living (ACL) and Office on Intellectual and Developmental Disabilities (OIDD) and the National Association of Councils on Developmental Disabilities (NACDD): (5%)
- a. responds to inquiries and requests for information via telephone, FAX or electronic mail and completes and returns questionnaires or requested reports;
  - b. attends conferences and meetings sponsored by OIDD and other local, state and federal agencies;
  - c. requests needed information from appropriate out-of-state resources.

E. Preferred Requirements

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.

Knowledge of Windows-based computer programs such as Microsoft Word, Excel, Access and PowerPoint would be beneficial.

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

Approved: June 30, 1994

Revised: September 29, 2009, October 22, 2021