

## **JOB ANNOUNCEMENT**

### **Director**

### **Illinois Council on Developmental Disabilities**

The Illinois Council on Developmental Disabilities (Council) advocates on behalf of Illinoisans with intellectual and developmental disabilities and their families. The mission of the Council is to help lead change in Illinois so all people with intellectual and developmental disabilities exercise their right to equal opportunity and freedom. The Council is a federally-mandated and funded, consumer-driven council appointed by the Governor. Its mandate under P.L. 106-402, the Developmental Disabilities Assistance and Bill of Rights Act, is to assure that individuals with intellectual and developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration in all aspects of community life. The Council is also established by state law as a state agency. Learn more at: <http://www.illinois.gov/icdd/>.

The Council is seeking a Director who is a leader who possesses creativity and initiative to carry out the goals of the Council. Candidates must possess a broad knowledge of issues important to people with intellectual and developmental disabilities and a demonstrated capacity to administer a multi-faceted program.

The Director must have considerable knowledge of current philosophy and best practices in providing services and supports for people with intellectual and developmental disabilities. In addition, the Director must have knowledge of public policy, planning, advocacy, state legislation and the activities of state agencies which administer programs and/or advocate for people with intellectual and developmental disabilities. Strong applicants must be well versed on key federal and state legislation affecting people with intellectual and developmental disabilities. The Director must also have knowledge of organizational management including personnel supervision. The position requires in-state and out-of-state travel.

This full-time position is based either in Springfield or Chicago, Illinois. The salary range is \$83,880 - \$130,120 and includes benefits.

#### **General Responsibilities:**

The Director assumes a position of leadership on behalf of the Council within the disability and other key stakeholder communities. The Director expands the Council's agenda for systemic change to ensure that people with intellectual and developmental disabilities can lead full lives in their communities. This includes maintaining effective relationships with the National Association of Councils on Developmental Disabilities, the Administration on Intellectual and Developmental Disabilities, various state agencies, legislative and executive bodies, consumer groups, providers, advocacy agencies and relevant community organizations at large. In addition, the Director's responsibilities include:

- Supervises the administrative functions of the Council.
- Administers the overall development and implementation of the Council-approved State plan, including all projects and major activities.
- Initiates and establishes policy, standards and procedures for the development and implementation of the Council's State Plan and agency functions.
- Interprets current and proposed Federal and State laws, rules and regulations impacting upon people with intellectual and developmental disabilities. Determines possible implications regarding program policy and procedures, provides technical assistance and expert testimony to legislative bodies concerning existing or proposed program propriety, feasibility, utility and implementation.
- Supervises the monitoring and evaluation of implemented Council funded grant projects.
- Acts for and on behalf of the Council in carrying out the duties vested in it by law.
- Represents the Council working with the Governor's office, legislators, policymakers, family members and people with intellectual and developmental disabilities to create systems change in the services and opportunities available to people with intellectual and developmental disabilities.
- Identifies, informs the Council and responds to projected and current programs, trends and issues, in an informed and constructive manner.
- Service as technical consultant and resource counsel to public and private agencies and organizations in the planning, implementation and administration and of programs and services for people with intellectual and developmental disabilities.
- Hires, supervises, supports, coordinates and evaluates Council staff.

### **Minimum Qualifications**

Requires a Masters degree in psychology, social work, intellectual and developmental disabilities, education, or related area or equivalent in education and experience. Requires five years of progressively responsible professional experience in program administration or services to persons with intellectual and developmental disabilities or related field.

Advanced degree in human services related field is preferred. Extensive executive level experience in leadership, administrative management (especially health or human services), legislative services and policy development is desired. The following qualifications would be met by experience working in the intellectual and developmental disability field as well as management experience including supervision and budgeting.

- Requires thorough knowledge of key public policy issues in addition to federal, state and local laws rules and regulations pertaining to people with intellectual and developmental disabilities.
- Requires extensive knowledge of modern techniques, methods, and procedures utilized in the advancement of people with intellectual and developmental disabilities.
- Requires ability to plan, develop, implement and direct a comprehensive State Plan for people with intellectual and developmental disabilities.

- Requires technical ability to analyze and evaluate service programs and develop resulting program improvement recommendations.
- Requires ability to determine need, establish priorities, develop policy and translate research and program planning.
- Requires ability to communicate effectively and clearly, both orally and in writing.
- Requires experience hiring, supervising, supporting and evaluating staff.
- Requires travel.
- Requires thorough knowledge of personal computer applications including Microsoft Office and Internet/email applications.

**How to Apply**

Please submit a cover letter, detailed resume and official college or higher level transcripts to Janinna Hendricks, Fiscal & Operations Director by **May 6, 2016**.

**E-mail:**            [Janinna.Hendricks@illinois.gov](mailto:Janinna.Hendricks@illinois.gov)  
Please indicate "Director Search" in the subject line.

**Mail:**             Illinois Council on Developmental Disabilities  
                        Attn: Janinna Hendricks, CONFIDENTIAL  
                        830 South Spring Street  
                        Springfield, IL 62704

**Phone:**            (217) 782-9696 *(for questions)*

***Thank you for your interest in  
the Illinois Council on Developmental Disabilities***

EEO/AA EMPLOYER