



Executive Director Job Description

Issue Date:
November 9, 2020

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| Job title | Executive Director |
| Reports to | Louisiana Developmental Disabilities Council |

Job Purpose

The Louisiana Developmental Disabilities Council is seeking a passionate and creative Executive Director that demonstrates a strong understanding of the history of disability and the work that still lies ahead for the people of Louisiana. The desired qualifications of a candidate for this high-level leadership opportunity are described below.

The incumbent in this position is responsible for administering the statewide operations of the Louisiana Developmental Disabilities Council. Assumes signature authority over all contracts, budget, staff, federal reporting, and any other charge issued by federal and state authorities. As such, the Executive Director is responsible for the strategic leadership and implementation of all functional activities of the Developmental Disabilities Council to accomplish advocacy, capacity building and systemic change in Louisiana. The incumbent will be held accountable for implementing these functions in accordance with the Council plan and state laws.

Duties and Responsibilities

Given overall strategic direction from the Developmental Disabilities Council and its Five-Year Plan, the Executive Director has the authority and responsibility to implement strategies within the broad framework of the Council's policies and procedures. In exercising this authority, certain functions, responsibilities, and activities are expected to be performed. Examples of these expectations include, but are not limited to:

Leadership with the Council

The Council serves to lead and promote advocacy, capacity building, and systemic change to improve the quality of life for individuals with developmental disabilities and their families.

- Plan quarterly Council meetings with Chairperson, prepare meeting materials, follow Open Meeting Law, and meet with Council leadership and members to conduct Council business.
- Provide advice and leadership to the Council on legislative issues, legislative advocacy, programmatic issues, and public policy.
- Plan for and implement the solicitation process of the Council's new members, ensure selection recommendation for appointments occurs and are performed in accordance with Council bylaws.
- Ensure new council members receive orientation.
- Ensure activities occur to develop the Five-Year Plan and annual plan updates per Federal and Council guidelines.
- Ensure activities are occurring throughout the year to implement the plan.
- Ensure all federal reporting requirements are met.
- Engage in practices that promote and demonstrate transparency, inclusiveness, cohesiveness, and trust.
- Facilitate partnerships with community organizations and other stakeholders to achieve shared goals with the Council.
- Implement effective strategies to maximize meeting productivity and outcomes while ensuring Council's compliance with all legal and ethical norms.

Public Interface

- Assume responsibility for communication to all stakeholders, including but not limited to nonprofit organizations, individuals with developmental disabilities and family members, state and federal agencies, legislators, and the governor's office.
- Coordinate efforts across the state to support stakeholder communication with policy makers on Council selected advocacy issues.
- Produce and share information and articles, news, and alerts on contemporary issues impacting people with disabilities across all news mediums.
- Serve as spokesperson on behalf of the Council for all matters with federal and state agencies and stakeholders.
- Ensure communication on all Council activities through all public interfaces.
- Maintain a positive public image of the DD Council to the public and legislature.
- Build consensus among diverse stakeholders, such as council members, self-advocates, families, providers, advocacy groups, the public, and the legislature.

Fiscal Responsibilities

- Develop and oversee the Council’s annual budget and production of any financial reports to state and federal partners and the Council.
- Oversee all aspects of the Federal DD grant writing and reporting.
- Oversee all aspects of contractual obligations and activities in accordance with the Council plan, which includes development of contractual agreements, solicitation of proposals and tracking of outcomes and expenditures.
- Prepare, secure approval, and manage programmatic and administrative budgets, and ensure effective management of the Council’s financial, business and office operations.

Administrative and Staff Responsibilities

- Inspire and motivate staff to implement the Council plan and related activities.
- Oversee the administration of the DD Council office to ensure the effective performance of staff in carrying out the work of the Council.
- Responsible for all staff hiring, training support, and guidance to meet the needs of the Council within Civil Service guidelines.
- Assure timely performance evaluations.
- Assure that all day-to-day operations within the offices of the organization are in compliance with the Developmental Disabilities Assistance and Bill of Rights Act, and laws and regulations applying to Council as a State agency.

Essential Requirements

- Possesses a demonstrated track record of working toward promoting independence, productivity, self-determination, inclusion, and integration, for people with developmental disabilities to achieve a full and meaningful lives.
- Demonstrates a value system aligned with the DD Act as it relates to people with Developmental Disabilities.
- Displays considerable knowledge of current best practices and highest values in supporting people with developmental disabilities to achieve full and meaningful lives of their choosing.
- Possesses knowledge of the legislative process and experience with public policy advocacy related to services and support for the I/DD community.
- Demonstrated ability to analyze state and national trends relative to people with I/DD and a working knowledge of the Federal Care Act.
- Demonstrated working knowledge of State and Federal laws, policies, programs and rules related to developmental disabilities and civil rights, including familiarity

with but not limited to the DD Act, Americans with Disabilities Act, IDEA, ADA, and corresponding state laws, rules, policies, and programs.

- A working knowledge of the Federal Care Act.
- Has knowledge, best practices, and highest values in supporting people with developmental disabilities in home and community-based service systems, education, employment, healthcare, housing transportation and the education system.
- Supervisory experience.
- Has experience in grants management.
- Demonstrates ability to manage and resolve conflict.
- Possesses excellent written and oral communication skills and is highly organized.
- Has fiscal management experience.
- Has at least five years of experience administering programs or initiatives for people with I/DD and their families to achieve more independence, inclusion, integration, productivity.
- Holds at least a bachelor's degree in one of the following: policy, public administration, management, public health, social services, or health services.
- Master's Degree is preferred and/or three to five years' experience in management field related to policy, public administration, management, public health, social services, or health services.

Conditions of Hire

A satisfactory background check including but not limited to a drug test.

Comprehensive Benefit Package

Selection Process

The application and resume are evaluated based upon a rating of your education, training, and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your resume and in your interview process. For education and training, please list educational provider, training course titles and summary of course content. Interview process will not begin until February and March with final selection made in April of 2021.

This is an unclassified position within Louisiana Civil Service.

The Louisiana Developmental Disabilities Council is an Equal Employment Opportunity employer.

“LDH and all offices under its jurisdiction reaffirm the policy for Equal Employment Opportunity (EEO) by hereby stating that no person shall, on the basis of race, color, religion, sex, age, national origin, disability, veteran’s status or any other non-merit factor, be discriminated against in any employment practice. LDH is committed to this policy because it is morally right and is legally required by Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, the Rehabilitation Act of 1973, as amended, Vietnam Era Veteran’s Readjustment Assistance Act of 1974, the Civil Rights Act of 1991, and the Americans with Disabilities Act of 1990 (PL 101-336).”

Please visit <https://laddc.org/initiatives/employment/> for information regarding LADDC employment advocacy initiatives.

Please send all letters of interest along with resumes to careercenter@lano.org.