

**CT COUNCIL ON DEVELOPMENTAL DISABILITIES
JOB OPPORTUNITY
DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on current exam list

Location: 460 Capitol Ave., Hartford

Job Posting No: 15455

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$80,261* – \$109,428 (MP-63) *employees new to state service start at bottom of range

Closing Date: October 17, 2016

Applicants must be committed to, and willing to promote, the full and unconditional inclusion of people with disabilities, regardless of severity of disabilities, in valued roles and non-segregated environments in neighborhoods and communities.

Eligibility Requirement:

Candidates must have passed the **DIRECTOR OF COUNCIL ON DEVELOPMENTAL DISABILITIES** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: The position is accountable for directing the Council's operational activities and advocacy, capacity building and systems change activities. The position receives direction from the Chairperson of the Council on Developmental Disabilities. The position directs, supervises and evaluates one Disability Policy Specialists and one Secretary. The position manages and oversees a budget of \$688,000 in federal funds.

Duties include providing leadership and management in the development and implementation of state, federal, national and local Council policy, programs and operational activities; interpreting and monitoring compliance with federal and state laws, regulations, policies and procedures; writing a five year state plan, annual amendments, work plans and progress reports; directing staff assignments to support the Council and its committees; preparing and managing a budget; preparing applications for Council funds and managing applicant funding, overseeing project implementation and data collection; developing and implementing presentations for policymakers, providers, consumers and other community entities; serving as a liaison to federal agencies, the CT Congressional delegation, state agencies and the Governor's Office, private agencies and the National Association of Councils on Developmental Disabilities.

The Director must establish and maintain a highly visible presence for the Council with federal and state policymakers and agencies, private organizations of people with disabilities and families, and provider agencies; maintain a high level of awareness of the contemporary issues impacting the lives of Connecticut's citizens with developmental disabilities and/or families; keep the Council informed of issues, activities and agendas of other organizations that may impact people with developmental disabilities and their families; develop proposals for Council initiatives based on the priorities in the five year plan; promote the Council's agenda and mission and support the Council members in their work. The Director participates and assists with leadership training, coalition building and implementation of a number of public education and training initiatives.

General Experience: Seven (7) years of experience in care, education, rehabilitation, training or treatment of persons with developmental or physical disabilities.

Special Experience: One (1) year of the General Experience must have been in a management capacity.

Note: Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be managerial activities: planning, organizing, directing and controlling resources of a major subdivision of an agency or organization.

Special Requirements: Incumbents in this class will be required to travel, some of which may be out of state. Incumbents may be required to work some evenings and weekends.

Preferred Skills & Experience:

- Ability to collaborate with other agencies
- Ability to multi-task a significant number of activities within a small agency with only 3 staff
- Considerable knowledge of the scope of programs, laws, policies and issues impacting people with disabilities

- Ability to develop and implement training for Council members and other self-advocates, parent and providers
- Ability to develop reports, collect and evaluate data regarding Council programs and initiatives
- Ability to apply management principles and techniques
- Considerable knowledge of practices regarding full inclusion of people with developmental disabilities and their families in their communities
- Knowledge of budget development and management
- Knowledge of legislative process
- Considerable interpersonal skills
- Considerable oral and written communication skills

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Note: This is a federally funded position under the Developmental Disabilities Act and will be working for the CT Council on Developmental Disabilities. Further information about the Council at www.ct.gov/ctcdd

Note: The CT Council on Developmental Disabilities receives administrative support from the Department of Developmental Services.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Selestian Patterson

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.