



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
OFFICE OF THE ASSISTANT COMMISSIONER FOR
HUMAN RESOURCES

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TRENTON, NJ 08625-0700

PHILLIP D. MURPHY
Governor

CAROLE JOHNSON
Commissioner

SHEILA Y. OLIVER
Lt. Governor

PLEASE NOTE: Opportunities may be subject to the current promotional and hiring restrictions.

STATE-WIDE DISTRIBUTION
JOB OPPORTUNITY #056-18
DATE: April 6, 2018

TITLE: Executive Director (Unclassified)

SALARY: Commensurate with education and experience

LOCATION: NJ Council on Developmental Disabilities
20 West State Street
Trenton, NJ 08625

POSITION INFORMATION

DEFINITION: The New Jersey Council on Developmental Disabilities (NJCDD) is seeking an Executive Director (ED) with strong management skills to provide vision and leadership in advocacy, planning and systems change on behalf of people with developmental disabilities. The ED will lead NJCDD in its mission to ensure that people with developmental disabilities participate as full citizens in all aspects of self-directed lives in their neighborhoods and communities. The ED is the Chief Executive Officer of the Council. As such, this position is a highly advanced senior level managerial position overseeing the daily operations, public policy, planning, advocacy, and grant/contact activities. The ED is selected by the Council and works under the administrative direction of the full Council and its Executive Committee.

The Council is authorized by the federal Developmental Disabilities Assistance and Bill of Rights Act, and in New Jersey State government by NJSA 30:1AA 1.2 and is codified in Title 10 of the State Administrative Codes. State law places the Council "in but not of" the New Jersey Department of Human Services. The Council provides a platform for all agencies providing supports and services for those with Developmental Disabilities to collaborate with consumers, family members, and advocates, to develop a coordinated social policy. To this end, the Council commissions research on policy issues and funds model programs. The Council also funds projects to educate and inform decision-makers, legislators, and the general public about developmental disabilities.

The purpose of the Developmental Disabilities Councils is to engage in advocacy, capacity building and systemic change that contribute to a coordinated, consumer and family-centered, consumer and family-directed comprehensive system. This includes needed community services, individualized supports, and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families.

GENERAL RESPONSIBILITIES:

- **People Resources:** Provides guidance for the hiring and overall performance of NJCDD staff. Communicates regularly through staff meetings. Direct supervision of the Deputy Director and administrative assistant.
- **State Plan Implementation:** In conjunction with the Council, develops, submits and implements the State Plan; utilizes grants, contracts and staff resources to fulfill the mission; reports as required to the Governor, the State Legislature, the Administration on Intellectual and Developmental Disabilities and the public.
- **Administrative and Fiscal Functions:** Supervises the Fiscal Officer and Council Planner to prepare and function within all budgets. Properly records, reports and communicates to the Council and appropriate agencies. Maintains solid relations and communication with the Governor's Appointment Office and serves as a liaison to the National Association of Council on Developmental Disabilities.
- **Staff and Project Participant Training:** Ensures that all training needs are accurately assessed and that well designed training materials are presented to staff, Council Members and Project Participants. Ensures that all training is delivered with the best methodologies and is provided with all necessary accommodations.
- **Inter/Intra -Agency Participation/Communication:** Conducts all public speaking engagements and attends all required meetings/events as a representative of the council in all forums. Able to speak effectively and articulately on the behalf of the rights of those with Developmental disabilities.
- **Council Publications and Outreach:** Ensures all Council publications reflect the policies and positions taken by the Council; supervises the Managing Editor in the production of magazines; serves as member of the editorial board of Council publications; and supervises outreach/public relations Council activities.
- **Legislative Activities:** Develops and sustains relationships with legislators and other policy makers on the Federal and State level. Remains informed regarding Federal and State legislation that affects the lives of people with developmental disabilities and their families.
- **General:** Upholds the values and goals of Council membership and promotes those values and goals in the community. Regularly communicates with Council members regarding issues of importance to Council members. Assures Council members have supports in place in order to participate fully in all Council activities

EDUCATION: Interested candidates must have a minimum of a Bachelors degree in Public Administration, Social Work or related field.

EXPERIENCE: Candidates must also have at least 4 years of professional leadership experience in a Federal/State or non-profit agency.

NOTE: In addition, the applicant must possess strong communication and relationship building skills. It is preferred for the candidate to have experience in working with people with intellectual and developmental disabilities. The candidate will demonstrate proficiency in outcome-based planning, written/oral communication skills, analytical skills, consensus building, and working with others. The individual will be expected to demonstrate an effective leadership presence and have experience in working with others in challenging situations. The candidate will have a proven track record in motivating and inspiring staff, members, and other organizations to work together as a cohesive group to attain common goals.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESUME SUBMITTAL

Interested candidates possessing the requirements listed, should forward resumes as indicated below:

EMAIL: DHSResumes@dhs.state.nj.us Please indicate job opportunity number in the subject line.

RESPOND BY: April 20, 2018

DHS-CO REVIEW: DAB 04/06/2018

IMPORTANT NOTICES

(1) RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

(2) DRUG SCREENING - If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.