

## Texas Council for Developmental Disabilities Job Description

<b>Functional Title</b>	<b>Executive Director, Texas Council for Developmental Disabilities</b>
<b>Classification Title &amp; No.</b>	Director II / 1621
<b>Office Name &amp; Address</b>	Texas Council for Developmental Disabilities 6201 E. Oltorf, Suite 600, Austin, TX 78741
<b>Salary Group</b>	B-27
<b>FLSA Status</b>	Executive Exempt
<b>Position No.</b>	02463

### General Description

The Executive Director serves as the chief executive officer of the Texas Council for Developmental Disabilities (TCDD). The Executive Director is selected by the TCDD Executive Committee of the Council and works under the limited direction of the Council Chair. The Executive Director performs a wide range of highly advanced senior level managerial work overseeing TCDD daily operations and public policy, planning, advocacy, public information and grants activities; coordinate with and provide assistance to the internal auditor and oversee implementation of corrective actions; and coordinates TCDD fiscal, and administrative affairs. The Executive Director is the lead TCDD public liaison with various external publics, directs programmatic activities of TCDD staff consistent with Council directives, and oversees personnel functions of TCDD staff. The Executive Director coordinates development of the Council's State Plan and the formulation of policies and positions of the Council consistent with the intent of federal law, the Developmental Disabilities Assistance and Bill of Rights Act, development of innovative activities to implement the Council's State Plan, and evaluation of TCDD activities.

The Executive Director works under general direction, exercising extensive latitude for the use of initiative and independent judgment in the planning and managing of TCDD activities as authorized by state and federal law. The Executive Director coordinates directly with designated state agency concerning administrative services and supports provided to TCDD and ensures that TCDD administrative procedures are in accordance with the Memorandum of Understanding between TCDD and the designated state agency and coordinates internal audit and legal affairs matters.

The Executive Director is responsible for coordinating with the Governor's office; state legislators; state and federal agencies; and consumer and provider organizations to ensure implementation of activities in the Council's approved State Plan. The Executive Director assures compliance with applicable state and federal regulations. Frequent overnight travel is required. Performs other duties as may be assigned and required by the Council to maintain effective operations.

### Key Job Functions

1. Provides direction, guidance, and oversight to initiate innovative program activities including public policy, planning and project development, communications, grants management and administrative operations to implement the TCDD State Plan.
  - a. Provides direction, ~~and~~ guidance ~~and assistance to develop and implement the~~ programmatic activities of the Council consistent with Council directives.
  - b. Provides recommendations and input to the Council in developing ~~and implementing~~ State Plan goals and objectives, position statements, and public policy priorities.
  - c. Assures consistency with requirements of the DD Act.
2. Provides guidance and oversight to the fiscal affairs of TCDD.
  - a. Directs the development, implementation and management of the annual operating budget and legislative appropriations requests budget of the TCDD consistent with the budget and policy directives of the Council and in coordination with the DSA.
  - b. Directs the development, implementation and management of the annual operating budget and legislative appropriations requests budget of the TCDD consistent with the budget and policy directives of the Council and in coordination with the DSA.

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<ul style="list-style-type: none"> <li>c. Provides timely and accurate budget reporting and forecasting necessary for funds management by the TCDD.</li> <li>d. Assures all TCDD funds are fully obligated and liquidated within allowed timeframes.</li> <li>e. Oversees compliance with Council intent, Memorandum of Understanding, and applicable state and federal law concerning grant applications, reviews, awards, and project implementation and monitoring activities.</li> <li>f. Recommends staffing and funding to effectively carry out TCDD activities.</li> <li>g. Coordinates and provides assistance to the internal auditor and oversees implementation of appropriate corrective actions in response to auditor findings and recommendations.</li> </ul>	
<p>3. Supervises and leads a team of professional staff.</p> <ul style="list-style-type: none"> <li>a. Supervises the selection, supervision, and termination of TCDD staff within the staffing pattern authorized by the Council.</li> <li>b. Assures that TCDD staff comply with all personnel policies and procedures.</li> <li>c. Assures staff understanding of goals, priorities, and approved activities.</li> <li>d. Establishes policies and procedures to ensure Council staff carry out responsibilities and activities as approved by the Council in a timely and effective manner.</li> <li>e. Oversees completion of annual appraisals consistent with personnel procedures.</li> <li>f. Provides effective management and leadership of staff.</li> </ul>	
<p>4. Provides guidance, support and assistance to the Council, Council Chair and Council Committees and assures members are kept adequately informed.</p> <ul style="list-style-type: none"> <li>a. Oversees and coordinates planning and preparation for Council and Committee meetings in a timely and effective manner.</li> <li>b. Coordinates preparation of meeting materials in a timely and effective manner.</li> <li>c. Supervises support provided to Council members which is flexible and responsive.</li> <li>d. Assures reasonable accommodations are provided to members and the public related to all Council activities.</li> <li>e. Provides assistance to the TCDD Chair necessary for conducting Council business in an orderly and effective manner.</li> <li>f. Oversees implementation of Council policies, directives and activities required by state or federal law.</li> </ul>	
<p>5. Maintains effective relationships with key stakeholders in the disability community, state agencies, Governor's office, designated state agency, state legislature and federal agency.</p> <ul style="list-style-type: none"> <li>a. Represents the Council in a professional and cordial manner.</li> <li>b. Represents the Policy Positions of the Council and oversees staff activities to assure consistency with Policy Positions <u>to state agencies, the legislature and other stakeholders.</u></li> <li>c. Maintains effective working relationships with Council members, grantees, legislators, disability organizations, agency personnel and the public.</li> <li>d. Serves as TCDD point of contact for other state and federal agencies.</li> <li>e. Coordinates with DSA personnel in a timely and professional manner regarding administrative services provided in support of the Council.</li> </ul>	
<b>Job Qualifications</b>	
As documented in personnel file, application for employment:	
<b>Knowledge, Skills, and Abilities</b>	
Considerable knowledge of best practices in providing services and supports for people with developmental disabilities.	
Knowledge of state and federal government organization and administration.	

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<p>Knowledge of the primary federal and state programs that provide funding for services and supports for people with developmental disabilities, and of the health and human service delivery system in Texas.</p> <p>Knowledge of the federal and state legislative processes.</p> <p>Knowledge of the DD Act and other federal and state laws related to services and support for individuals with developmental disabilities.</p> <p>Knowledge of best practices to ensure accessibility for people with developmental disabilities.</p> <p>Knowledge of regulations, policies and procedures related to administration of federal grant funds.</p> <p>Skill in fiscal management, including budget preparation and monitoring.</p> <p>Skill in leadership and the ability to lead and guide staff to accomplish goals and objectives.</p> <p>Skill in managing and supervising staff and the ability to direct the work activities of those supervised.</p> <p>Skill in working, guiding, interacting and supporting the work of volunteer Boards and Committees.</p> <p>Skill in identifying key public policy issues and presenting those issues and recommendations to policymakers.</p> <p>Ability to plan, coordinate, and complete a complex project.</p> <p>Ability to communicate effectively both orally and in writing to diverse audiences, including the ability to develop and deliver presentations.</p> <p>Ability to maintain effective working relationships with disability stakeholders.</p> <p>Ability to research, analyze and assimilate information.</p> <p>Ability to take initiative, work independently and manage time effectively.</p>	
<b>Education and Training</b>	
<p>Graduation from an accredited college or university with a bachelor's degree in psychology, sociology, education, business, public administration, or related equivalent areas. Master's degree preferred.</p>	
<b>Experience</b>	
<p>Eight years of progressively responsible professional or administrative experience in positions that provided a thorough working knowledge of the delivery of human services. At least four years' experience in programs, services, or initiatives that foster independence and inclusion of individuals with developmental disabilities, and at least three years' experience must have been in an administrative, managerial, public policy, or consultative capacity in a governmental or state agency position. Experience requirements may be concurrent.</p>	
<b>Career Progression Requirements</b>	
<p>Not applicable.</p>	

<b>Date of FJD Revision</b> mo./yr. – new or revised
Rev. 01/2015
Approved: