

Job Details**EXEC DIR DEVELOPMENTAL DISABILITIES COUNCIL**

Agency: Department of Finance & Administration
Office: Governor's Council on Developmental Disabilities
Section:
Date Posted: 09/17/2020
Posting Expires: 10/16/2020

Summary

The Executive Director of the Governor's Council on Developmental Disabilities is responsible for the effective and efficient administration of the policies established by the Council. This position is governed by state and federal laws and agency/institution policy.

Typical Functions

Selects, organizes and directs the staff of the Council consistent with personnel policies approved by the Council in accordance with state personnel policies

Establishes the operating budget for the Council and allocating funds among strategies, programs and projects within the limits of statutory authority as set forth in the appropriations act passed by the legislature

Approves expenditures of funds within the budget approved by the Council in accordance with federal and state laws

Coordinates requests for proposals, proposal review, negotiation of initial and continuation work plan and grant awards and provide technical assistance, support and monitor grant activities

Represents the Council and reporting on behalf of the Council to the Governor, Legislature, the public or other organized groups as required

Reports in a timely manner all relevant

Job Details

Position No.: 22163657
Class Code: U127U
Grade: GS11
Salary Range: \$62,531.00 - \$90,670.00 per year
Background check Yes required?
Job Type: Full Time

Location Information

Job City: Little Rock
Job County/Region: Pulaski

Contact Information

Contact name: DFA HR Office
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information first to the Chair and subsequently to all Council members, to ensure that they are equally informed on matters that concern the Council

Enters into Interagency Agreements and Memorandums of Understanding with other agencies and organizations, exclusive of the Memorandum of Understanding with the Council's designated agency, to implement the policies and positions of the Council

Collaborates with the Council's designated agency for efficient and effective administrative support pursuant to the Memorandum of Understanding

Represents the policy positions of the Council and overseeing staff activities to assure consistency with policy positions

Recommends to the Council policy positions and programmatic and budgetary activities to implement the Council's State Plan

Coordinates development of the Council's State Plan, amendments, annual reports and other state or federal planning and reporting activities

Establishes policies and procedures to ensure Council staff carries out activities approved by the Council

Establishes procedures to ensure Council staff comply with personnel policies as approved by the Council in accordance with work hours, leave policy, and travel reimbursement

Acts as Secretary for all Council committees for purposes of certification of minutes upon Council approval

Delegates responsibilities to Council staff as appropriate

Performs other duties as assigned

Special Job Dimensions

Knowledge, Abilities, and Skills

Knowledge of supervisory practices and procedures.

Ability to supervise subordinate professional, para-professional, and administrative support staff engaged in Council activities.

Ability to analyze financial information and prepare reports.

Ability to provide guidance and technical assistance to staff and the general public regarding Council rules and policies.

Knowledge of the principles and practices of organizational management and public administration.

Knowledge of the principles and practices of long-range planning.

Ability to identify problems, evaluate alternatives, and implement effective solutions.

Ability to communicate effectively and to represent the Council at public and official hearings.

Ability to monitor and evaluate agency operations.

Ability to prepare and present information to a variety of audiences.

Ability to communicate orally and in written format.

Minimum Education and/or Experience

The formal education equivalent of a bachelor's degree in business administration, public administration, management or a related field; plus five years of progressively more responsible experience in program management or a related field.

Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Qualifications

Experience in developmental disability advocacy.

Certificates, Licenses, Registrations

Agency Specific Information

ONLY COMPLETED APPLICATIONS WITH WORK HISTORY WILL BE ACCEPTED.

Applications must include complete work history and references. A resume may accompany the state application but will not be substituted for any part of the application.

Veteran Preference: A copy of a DD-214 must be submitted to the Hiring Official, at time of interview to be considered for Veteran Preference.

DFA is an Equal Opportunity Employer; we will make any reasonable accommodations necessary to ensure equal employment opportunities.

A criminal background check is required for all DFA positions; an FBI background check may be required.

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