

The Kansas Council on Developmental Disabilities (KCDD) has an Executive Director Vacancy open in Topeka, KS. This requisition (#170258) is open to anyone and will be opened until filled.

As an Unclassified **Executive Director** for the KCDD, you will:

- be responsible for the budgetary, programmatic and day to day administration and implementation of KCDD activities and programs, including but not limited to statewide planning, coordination, monitoring, evaluation, policy research, and educating policymakers and developmental and advocacy activities.
- maintain effective and continuous relationships with state agencies, elected officials, state service providers, disability stakeholder groups and other partner organizations, Federal agencies, the national organization of DD Councils and other Councils.

This position:

- Is based in Topeka, KS
- Earns \$65,000 - \$90,000 annually based on skills, education and/or experience
- Has outstanding benefits
- Is eligible for Veterans preference

Requirements:

- Bachelor's degree from an accredited college or university in a field relevant to this position. Master's degree preferred.
- Five years supervisory and administrative experience in positions with responsibilities and duties substantially similar to KCDD Executive Director.
- Five years experience in developmental disability specific advocacy or service programs, services, or initiatives that foster independence and inclusion of individuals with developmental disabilities.
- Five years experience in public policy work and a proven track record in directly educating or lobbying policymakers.
- Strong knowledge of the primary Federal and state programs which provide funding mechanisms for services and supports for people with developmental disabilities, and of the health and human services delivery system.
- Strong experience in engaging and including self-advocates with developmental disabilities in meaningful planning and decision making roles.
- Best practices in providing services and supports for people with developmental disabilities with emphasis on increasing independence and self-advocacy.
- Knowledge of Medicaid and Home and Community Based Services Waiver programs other than the DD Waiver.
- Knowledge of inclusive activities that include all individuals regardless of the severity of the disability.

Tax Clearance

Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

How You Will Be Evaluated:

Your application will be reviewed to ensure you meet the minimum requirements and rated based on your qualifications. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

What to Expect Next:

Once your completed application package, including all required documents (see below) is received, an evaluation of your qualifications will be conducted in order to determine your ranking. Based on this ranking, you may be referred to the hiring manager for further

consideration and possible interview. If you are selected for an interview and are one of the top candidates, you will be subject to a security background check.

Performance Standards:

To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision by the end of the probationary period.

Reasonable Accommodation Policy Statement:

The Americans with Disabilities Act of 1990 ensures you the right to reasonable accommodations. A request for an accommodation will not affect your opportunities for employment with the State of Kansas. Arrangements will be made if you have a disability that requires an accommodation for completing an application form, interviewing or any other part of the employment process. It is your responsibility to make your needs known to SRS Central Office Human Resources at 785-296-3777.

Join the KCDD team by submitting:

- A State of Kansas Employment Application (at www.jobs.ks.gov, select SRS-Central Office)
- A resume, cover letter and copies of transcripts (may be unofficial)
- Referencing Requisition Number #170258
- By Application Deadline: open until filled

Veterans' Preference Eligible (VPE):

Applicants claiming Veterans' Preference must submit a copy of their DD-214 to the Division of Personnel Services. This is required for the initial determination only and not needed with each application. Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best-qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

Citizenship Statement: Not accepting VISA recruits at this time.

Use the method most convenient for you:

- E Mail: sharri.shehi@srs.ks.gov
- Online at www.jobs.ks.gov
- Fax: (785) 296-2173
- Mail:
Department of SRS,
Attention: Sharri,
915 SW Harrison
Room 680 West, Topeka, KS 66612

Questions? Contact us by:

- Phone: 785/296-2763
 - Email: sharri.shehi@srs.ks.gov

For more details,

<http://content.srs.ks.gov/hr/careers/K0168050.pdf>