

Missouri Association of County Developmental Disability Services

Job Posting

Association Executive Director

The Missouri Association of County Developmental Disability Services is seeking someone to fill the position of Executive Director for this statewide association. This is a new position and the person chosen will work closely with the Association's Executive Committee to develop the position, establish an office, and fulfill the duties and responsibilities as needed and directed by MACDDS.

Duties shall include, but are not limited to:

Meeting the goals and objectives developed by the Association membership; assist with developing the annual budget; committee activities; implementation of policies; oversight of staff, contractors and consultants; attend meetings, developing reports and meeting agendas; oversight of general administrative activities of the office; arrange for legal research; provide training on SB 40 and DD issues; promote awareness of DD issues; represent the Association at workgroups and task forces; interact with state, regional and local DD and social services organizations as needed; interact with elected officials, county leaders, and government representatives; direct and implement public policy; oversight of legislative activities.

Basic Requirements

- Possess a thorough understanding of the role of the SB 40 Boards and their place in the DD service system.
- Possess a thorough knowledge of funding systems connected with DD services to include DMH funding, SB 40 funding, HHS, VR, DESE, and Medicaid waivers and regulatory bodies
- Possess a sound knowledge base of national trends and best practices.
- Familiarity with laws and regulations governing the passage of tax initiatives, ballot language, board governance and structure.
- Familiarity with current statewide DD issues; closure of state institutions; rate structures; best practices; leveraging local funds, etc.
- Communicate effectively both orally and in writing.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Education and Experience

A Bachelor's degree in social work, special education, human services, psychology, or related field or equivalent is required. A Master's degree is preferred. Five to ten years of direct experience working in the field of developmental disabilities with at least five years of demonstrated progressive supervisory experience. Prior experience working with state/federal legislators and experience with the SB40/DMH infrastructure is preferred.

Salary will be commensurate with education and experience.

Submit a cover letter and resume by February 15, 2012 to: Jake Jacobs
8511 Hillcrest Rd.
Kansas City, MO 64138
Email: jjacobs@eitas.org