

JOB DESCRIPTIONS

C.40 Executive Director

POSITION DESCRIPTION

Executive Director/CEO

Job Title: Executive Director/CEO

Reports To: MACDDS Board of Directors

FLSA Status: Exempt

Prepared By: MACDDS Board of Directors

Established Date: October 2011

Reviewed Date: February 2021

Summary:

The Executive Director/CEO will act as the Chief Executive Officer of MACDDS and is responsible for the success of the Association. This position is responsible for directing the Association's programs, legislative and advocacy activities, and mission and objectives within the framework of general association policy. The Executive Director/CEO in conjunction with the Board, charts the direction and drives the results of the Association.

Essential Duties and Responsibilities:

Administrative Responsibilities:

- ✓ Work cooperatively with the Board and members of MACDDS in meeting the goals and objectives developed by the Association membership.
- ✓ Work cooperatively with the Board and Finance Committee to prepare, implement, and administer the annual budget.
- ✓ Oversee the general administrative activities of the Association office.
- ✓ Facilitate and support Association committee activities.
- ✓ Oversee the annual statewide conference in conjunction with the MACDDS Education and Training Committee.
- ✓ Implement all Association policies.
- ✓ Oversee contractors and consultants, review their work and evaluate the information and data gathered.
- ✓ Arrange for legal research and opinions on topics of interest.
- ✓ Attend MACDDS meetings and report on issues and progress of the Association objectives.
- ✓ Responsible for working with the Association President-elect in developing the agenda for full association and board meetings.
- ✓ Engage members in discussion on agenda items and assist the Association President in leading critical discussions.

External Liaison/Partnership Relations:

- ✓ Develop positive relationships and interact with state, regional and local DD and social services organizations on a regular basis.
- ✓ Participate in community activities that promote awareness of DD issues and services, such as DD Awareness month, and legislative days focusing on DD issues.
- ✓ Represent the Association at workgroups and task forces appointed by the state and legislative study groups with other departments.

Public Policy:

- ✓ Work cooperatively with public officials, county leaders, government representatives, and legislative consultants in providing technical assistance and information concerning SB40 Boards and DD issues.
- ✓ Communicate effectively both orally and in writing to educate and inform state and federal legislators and others concerning the DD system in Missouri.
- ✓ Direct and implement the public policy program of the Association, including oversight of legislative activities in consultation with the Governmental Affairs Committee and Legislative Consultants.

Training and Technical Assistance:

- ✓ Develop and write white papers on topics identified by the Association
- ✓ Research best practices and bring in experts on best practice.
- ✓ Research and obtain training for state and federal program compliance.
- ✓ Mentor emerging County boards and newly employed Executive Directors in best practices and programming concerning SB40 Boards.
- ✓ Facilitate networking and issue identification among Executive Directors.
- ✓ Together with the MACDDS membership, identifies issues and need for research and training on legal matters, Medicaid compliance, national trends and best practices, or other issues and concerns.
- ✓ Provide or arrange for local board development and training.
- ✓ Work with counties to pass nonrevenue and revenue-generating ballot initiatives as needed.

Other:

- ✓ Perform other reasonably assigned and related duties as assigned by the Board.
- ✓ Adhere to the ethical codes established by MACDDS
- ✓ Be sensitive to all cultural and ethnic differences.

Physical and Rational Requirements:

- ✓ Read, analyze, and interpret information, documents, financial reports, procedure manuals and the ability to write routine reports and correspondence.
- ✓ Effectively present information verbally and/or written reports to the Association, public groups, and/or public officials.
- ✓ Define problems, collect data, establish facts, and draw valid conclusions.
- ✓ Requires basic keyboarding skills and basic computer proficiency.
- ✓ Work environment characteristics may require hours in excess of the standard workweek, and require flexibility including the ability to work in the evenings and on weekends and attend out-of-town meetings.

Supervisory Responsibilities:

Supervises staff positions as needed, contractors and consultants engaged in the performance of Association activities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or 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. At least five years of leadership and management experience is required. Experience within the IDD field in Missouri is preferred. Prior experience working with state/federal legislators and experience with the SB40/DMH infrastructure is preferred.

- ✓ Requires thorough understanding of the role of SB40 Boards and their place in the DD service system.

- ✓ Requires thorough knowledge of funding systems connected with DD services to include DMH funding, SB40 funding, HHS, VR, DESE, and Medicaid waivers and regulatory bodies
- ✓ Familiarity with laws and regulations governing the passage of tax initiatives, ballot language, board governance and structure.
- ✓ Familiarity with current state-wide DD issues; closure of state institutions; rate structures; best practices; leveraging local funds, etc.

Comments:

This job description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of the person so classified. Other functions may be assigned. The Executive Committee retains the right to add or change the duties at any time.

Adopted 12/4/13

Revised 09/03/2020

Revised 02/18/2021

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