

OA/Governor's Council on Disability Job Announcement

Position: Executive Director

Salary: \$2,241.29 semi-monthly

Benefits: Position receives State benefits including health care, retirement, and vacation

Location: Jefferson City, MO – Cole County

Application Deadline: **February 27, 2018**

Job Description

This position with the Office of Administration, Governor's Council on Disability is responsible for the administrative, fiscal and supervisory responsibility for coordinating, planning and implement the activities of the Council. The Executive Director reports to, and is supervised by the Governor's Council through the Chairperson of the Council and is responsible to facilitate the board functions of Council members.

Work hours are Monday – Friday 8:00a.m. – 5:00p.m.

Desired Knowledge, Skills and Abilities

The Executive Director must be knowledgeable about disability issues and have a demonstrated commitment to full participation of people with disabilities in all aspects of community life. The Executive Director shall have a working knowledge of the Americans with Disabilities Amendment Act. Knowledge of the principals of risk management and insurance, ability to manage change, provide program management and achieve results, ability to provide leadership and supervision to program staff, ability to communicate effectively and develop short and long range plans that meet established objectives.

Qualifications

Bachelor's degree is acceptable but a Master's Degree is preferred in relevant areas such as social work, rehabilitation, public administration, special education, non-profit management or related field, and prior administrative or supervisory experience is highly preferred. Experience in legislative advocacy, policy analysis, system change, and responsibility for budget administration in a government or non-profit agency is preferred. The selected individual should be knowledgeable about disability programs and policies and should have strong communication, management, leadership and community consensus-building skills. Some travel required.

To Apply

Please submit an introductory cover letter and resume to:

OA Division of Personnel
Human Resources Service Center
P.O. Box 809
Jefferson City, MO 65102

If desirable, applicants can email the above information to opportunities@oa.mo.gov

Individuals with disabilities are encouraged to apply. Reasonable accommodations will be made as required.

Equal Opportunity/Affirmative Action Employer