

PROGRAM ADMINISTRATOR

JOB SUMMARY

The Arizona Developmental Disabilities Planning Council (ADDPC) is fully funded by the US Department of Health and Human Services, Administration on Developmental Disabilities, and charged with supporting advocacy, capacity building and systemic change activities that work toward promoting independence, productivity, self-determination, inclusion, and integration for people with intellectual and developmental disabilities (ID/DD) to achieve full and meaningful lives.

This position is responsible for work of considerable complexity, internally and externally, at the programmatic and operational levels and for administering the statewide operations of the ADDPC. This position assumes signature authority over all contracts, budget, staff, federal reporting, and any other charge issued by federal and state authorities. Functions of this position include planning, organizing, staffing, directing, researching, facilitating, coordinating, evaluating, writing, public speaking, and partnering with colleagues, leaders, customers, and federal, state and local stakeholders, as well as working with the media to develop, prioritize, and implement strategies around the overarching vision of full inclusion and participation of people who have ID/DD. ADDPC believes that communities benefit from full inclusion and active participation of people with ID/DD in all aspects of community life.

This position provides strategic, operational, and organizational leadership that strengthens the Council's capacity to realize its vision. The position oversees data collection that drives planning and evaluation of ADDPC projects and initiatives, builds strategic collaborations with key partners to advance the vision, ensures ADDPC grants and funding initiatives are fiscally responsible and effective, researches and disseminates critical information to drive system change that breaks down barriers to inclusion, and works closely with individuals with ID/DD to drive the changes that are desired by the ID/DD community. Rooted in data/research, learning/best practice, and customer/community voice, this position champions ADDPC's objectives and activities through an equity and culturally competency lens so that all Arizonans with ID/DD, e.g., people who are consistently unserved and underserved, are positioned to benefit from social and economic investments in the state, regardless of race, gender, sex, sexual identity, national origin, religion, disability, or place.

MAJOR RESPONSIBILITIES

Provides oversight and compliance with Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and Executive Order 2014-09, ensuring all federal reporting requirements are met.

Supervises professional/support staff to perform the following responsibilities/functions. Hires, evaluates, trains, coaches, disciplines, promotes and recommends dismissal of staff as necessary.

Oversees the development of the Council's annual budget and production of any financial reports to state and federal partners and the Council.

Plans at least quarterly Council meetings with the Chairperson, prepares meeting materials, follows Open Meeting Law, and meets with Council leadership and members to conduct Council business.

Strategically partners with organizations, advocates, and state agencies to promote inclusion and participation of people with I/DD in planning, policy-making, programming, procedures, and practices to ensure that ADDPC continues to advance system change towards full community inclusion.

Strengthens relationships and collaborations with external partners and stakeholders, including public officials, to deliver training, engage in advocacy, and support change efforts.

Regularly collaborates with experts and self advocates who have disabilities to evaluate policy and programs and the local, state, and national level to determine barriers to inclusion of the ID/DD community. Facilitates learning communities as needed and provides peer-to-peer executive coaching and technical assistance to leaders.

Develops and engages in consistent communication and feedback mechanisms with ADDPC staff, council members, and the general public to ensure ADDPC is able to identify, discuss, and address key issues impacting the ID/DD community, their family, and those who support them.

Partners with the Arizona Development Disabilities Network (e.g., the Arizona Center for Disability Law, Sonoran University Center for Excellence in Development Disabilities research at the University of Arizona, the Institute for Human Development at NAU) to broadly communicate and disseminate best practices, as well as to create spaces to engage the greater community to advance improvements in inclusion.

Builds consensus among diverse stakeholders such as council members, self-advocates, families, providers, advocacy groups, the public, and the legislature.

Reviews and recommends revisions to state agencies' policies, procedures, and practices that support inclusion and participation of individuals with ID/DD and their families. Ensures policy and practice changes are communicated and implemented by the agencies.

With support of the Council Chairperson, serves as a spokesperson on behalf of the Council for all matters with federal and state agencies, stakeholders, and the media.

Informs and educates public officials, lawmakers, and the Governor's office on issues impacting the ID/DD community. Works with community partners who guide the development, implementation, and evaluation of policies, practices, budget allocations, and programs to begin addressing their impacts on inclusion. Oversees the dissemination of legislative and policy information that impacts the ID/DD community.

Ensures communication on all Council activities through all public interfaces.

Maintains a positive public image of ADDPC to the public and legislature.

Oversees and conducts research, analyses, and other data collection efforts to better understand best practices and barriers impacting community inclusion of the ID/DD population.

Collaborates with ADDPC staff and council members to develop outcomes and metrics that ensure both fiscal and programmatic accountability and measure progress towards completing 5-year goals, objectives, and activities.

Oversees a comprehensive review and analysis of the state to determine gaps and strengths in Arizona's disability system and supports. Based on this data, works with the ID/DD community, their families, and stakeholders to develop a 5-year goals, objectives, and activities, and regularly monitors progress of implementation.

Oversees and assists in the development of Request for Grant Applications and Interagency Service Agreements, Intergovernmental Agreements and established contracts to ensure they are in alignment with the Council's annual workplan, there are adequate monitoring and evaluation mechanisms in place, and that tracking of outcomes and expenditures occurs. Assure all projects developed comply with Arizona State Procurement rules, policies, and procedures. Assure compliance with all state archival requirements pertaining to all documents produced by the Council.

Conducts the activities supported by the 23-member Governor appointed Council. Works with Boards and Commissions to fill Council vacancies on a timely basis or at least annually, ensures the appointments adhere to federal and state requirements, and that new members receive orientation.

Ensure effective management of ADDPC's business and office operations.