



**STATE OF ILLINOIS**  
 Illinois Council on Developmental Disabilities  
 Council  
 830 South Spring Street  
 Springfield, IL 62704

<http://work.illinois.gov>

Invites applications for the position of:

**PUBLIC SERVICE ADMINISTRATOR - OPT 6H**

*An Equal Opportunity Employer*

**BID ID #:** ICDD 19-02

**JOB TYPE:** Full-Time

**NUMBER OF VACANCIES:** 1

**PLAN/BU:** BBR

**SALARY**

\$3,116.00 - \$9,765.00 Monthly

**OPENING DATE:** 08/12/19

**CLOSING DATE:** 09/13/19 11:59 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

Under administrative direction of the Associate Director of Program and Policy, implements systems change, capacity building and advocacy as mandated in the federal Developmental Disabilities Act. Serves as an ICDD Program Specialist and a lead role for specific State Plan activities in the research, analysis and advocacy to promote systems change for inclusion of children, youth and adults with intellectual and developmental disabilities and their families into communities. Identifies inequalities of opportunities available for people with intellectual and developmental disabilities and their families and motivates and organizes stakeholders for systems change. Evaluates and analyzes calculated risks to achieve established outcomes. Performs duties related to complying with planning and reporting requirements of the federal Developmental Disabilities Act. Provides technical and professional support to influence major policy decisions; reviews and analyzes legislation affecting people with intellectual and developmental disabilities and their families for programmatic and fiscal impact. Provides support to Council standing committees.

1. Serves as an ICDD Program Specialist and as a lead staff member for specific State Plan activities; meets with stakeholders, coordinates work groups, researches best practices in the assigned State Plan areas. Analyzes broad, systemic issues which have an impact on people with intellectual and developmental disabilities and their families throughout Illinois; identifies inequalities of opportunities available and motivates and organizes stakeholders for systems change; evaluates and analyzes calculated risks to achieve established outcomes; provides programmatic expertise to Council members to assist them in developing strategies to achieve goals/objectives of the federally approved State Plan. Conducts research, and provides technical and professional advice and expertise to other Council staff and to Council committees to implement State Plan goals and objectives.

2. Monitors and advises grantees and ensures that they understand and comply with audit requirements; receives requests from grantees for programmatic and fiscal revision and makes recommendations for action at grants meetings; identifies and resolves any discrepancies in payment requests prior to approval to meet internal controls and audit standards; advises grantees on the implementation of programs according to best practices. Provides

programmatic direction and expertise to Council-funded initiatives in such areas as education, early intervention, employment, community support, child care, health, housing, quality assurance, recreation and transportation for people with intellectual and developmental disabilities and their families. Coordinates Council member participation in the development of Calls for Investment (competitive grant process), the review and selection of proposals to achieve objectives of the State Plan; develops decision memoranda for Council consideration of funding initiatives; upon Council approval of grant award.

3. Analyzes state and federal data to identify people with intellectual and developmental disabilities and their families who are unserved and underserved. Develop and implement strategies to obtain input on their needs and desires. Recommend potential Council activities and develop work plan to address the needs and desires expressed by those in the unserved and underserved stakeholder groups.

4. Represents the agency on internal and external work groups, committees and tasks forces and makes recommendations to supervisor or Director for Council action; provides information and technical assistance regarding the Council's mission and best practices; acts as liaison staff to state agencies to promote best practices in the delivery of services to people with intellectual and developmental disabilities and their families. Develops stakeholder networks to keep abreast of trends, issues, promising practice and potential strategies to assist the Council in achieving its mission. Makes recommendations to supervisor for strategies/collaboration opportunities for systems change efforts to achieve State Plan goals

5. Provides research and staff support to one or more assigned Council standing committees; maintains documents, records, plans, agendas, and develops information for committee or Council action; performs analysis of broad systemic issues impacting people with intellectual and developmental disabilities and their families statewide; monitors national and state fiscal decisions, policies and legislation that affect people with intellectual and developmental disabilities and their families; develops reports, presentations, impact statements, and position papers which address policy options or alternatives; prepares reports on the impact of awards in meeting the needs of people with intellectual and developmental disabilities and their families.

6. Acts as liaison for the Council and immediate supervisor interpreting, explaining and discussing the Council's philosophy, goals and objectives on work group, committees and task forces; develops and utilized professional channels of communication with state, federal and other agencies; identifies and evaluates the utilization for available community resources; establishes relationships with the business community, organization, individuals and agencies to implement policies and community based support; organizes advocacy efforts; updates the Council members and staff on developments regularly.

Analyzes and evaluates the overall implementation of the State Plan; develops systems for evaluation of progress of the state plan; works with other staff and grantees to secure data; compiles data necessary to establish progress is being made and makes recommendations to supervision regarding the need for revisions to ensure that objectives the State Plan are met.

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### **MINIMUM REQUIREMENTS**

Bachelor's Degree required with demonstrated coursework in Special Education, Human Services Policy/Administration, Nonprofit Administration, Disability/Human Development, Public Policy/Administration, Disability Studies, Post-Secondary Transition, or Psychology. Master's Degree in related field is preferred. Requires 3 years of professional experience in a field

related to intellectual and developmental disabilities.

Requires a thorough understanding of service delivery systems for individuals with intellectual and developmental disabilities in Illinois. Requires ability to elicit support of individuals and organizations from a wide range of experiences to develop consensus positions. Requires ability to look at one component of an area of service and relate it to the larger system. Requires ability to articulate a vision for people with intellectual and developmental disabilities and their families that reflects the federal mandate of the Developmental Disabilities Act. Requires ability to analyze initiatives related to best practice for people with intellectual and developmental disabilities and their families in all areas of life. Requires knowledge of best practice in developmental disabilities service delivery. Requires extensive knowledge of services, programs and support networks for infants, children and adults with developmental disabilities. Requires knowledge of the legislative process. Requires ability to analyze and synthesize data for use in policy development and implementation. Requires strong written and verbal communication skills. Requires knowledge of the grant making/monitoring processes and auditing requirements reporting for human service agencies. Requires thorough knowledge of computer applications including Microsoft Office and internet/email application. Requires travel.

### **WORK HOURS & LOCATION/AGENCY CONTACT**

#### Working Hours

Monday-Friday  
8:30am-5:00pm

#### Location

Illinois Council on Developmental Disabilities  
James R Thompson Center  
100 West Randolph Street, Suite 10-600  
Chicago, IL 60601  
or  
830 S. Spring Street  
Springfield, IL 62704

#### Agency Contact

Janinna Hendricks  
Email: [Janinna.Hendricks@Illinois.gov](mailto:Janinna.Hendricks@Illinois.gov)  
Phone: 217-782-9696  
TTY: 888-261-2717

### **HOW TO APPLY**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Current state employees must complete a Bid Form and submit it to Janinna Hendricks at the Illinois Council on Developmental Disabilities (830 South Spring Street, Springfield, IL 62704 or [Janinna.Hendricks@illinois.gov](mailto:Janinna.Hendricks@illinois.gov) along with a copy of their employment application (CMS 100) or promotional application (CMS 100B) before the end of the posting period.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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