

## Job Description

**Job Title:** Deputy Director for Developmental Disabilities Administration  
**Job ID:** 25967  
**Location:** 1125 15th Street, NW  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### General Job Information

**Collective Bargaining Unit (Non-Union):** This position is not in a collective bargaining unit.

**Duration of Appointment:** Management Supervisory Services (MSS) Appointment (At Will). All positions and appointments in the MSS serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

**Agency:** Department on Disability Services (DDS)

**Number of Vacancies:** One (1)

**Promotion Potential:** NONE

**Area of Consideration:** Open to the General Public

**Tour of Duty:** 8:15 am - 4:45 pm, Monday - Friday

**First Screening Date:** September 29, 2014

**Opening Date:** September 15, 2014

**Closing Date:** Open Until Filled

**Salary Range:** \$112,334 - \$157,267

**"Pay Plan, Series & Grade:** MS-101-16

### Duties

**Brief Description of Duties:** The incumbent serves as the Deputy Director for the Intellectual and Developmental Disabilities Administration and will be responsible for directing the Administration to meet its stated mission and goals. The DDA provides leadership and oversight for the District (State) DD system designed to meet the needs of individuals and their families through the work of a private provider network, and District government personnel. The DDA is the operating agency for the District DD HCBS waiver, has authority for certifying HCBS waiver providers, delivers service coordination, and coordinates the overall service delivery system for over 2,000 adults. The incumbent is responsible for ensuring the development and implementation of programs, policies and procedures that meet District and Federal laws, regulations and Court Orders and furthers best practice in the District. Consolidates and approves multiyear and longer range work plans developed by subordinated supervisors, managers, and team leaders of subordinate organizational units, and subsequently manages the overall work to enhance achievement of the division's goals and objectives for the work directed. Works collaboratively with the Department to develop budgets and ensure appropriate fiscal administration. Establishes, in conjunction with the Director, administrative, financial and service delivery priorities to fulfill not only ongoing program requirements and customer expectations but DC initiatives as well. Exercises discretionary authority to approve the allocation and distribution of funds in the division's budget. Works with all stakeholders to ensure communication and collaboration with the DD community to achieve mission driven outcomes of full community inclusion, best possible health, safety and security, employment first, participant direction and satisfaction.

### Qualifications

**Desired Experience:** Five (5) years of experience in management in a large government or private organization directly related to the field of IDD services.

**Basic Requirements:** Applicant must have (A). A degree in behavioral or social science; or related disciplines appropriate to the position. OR (B). Combination of education-experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. OR (C). Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

#### **Priority Consideration**

**Displaced Employee Priority Placement:** Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

#### **Employment Benefits**

**Employee Benefits:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

#### **Residency Preference**

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

#### **Information to Applicants**

**Drug-Free Workplace:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**Veterans Preference:** Applicants claiming veterans preference must submit official proof at the time of application.

#### **How to Apply**

**Disposition of Resume:** Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore a DC 2000 job application or online job application is required to be submitted.

**How to Apply:**

1. Applications for this vacancy announcement must be submitted online at [www.dchr.dc.gov](http://www.dchr.dc.gov) for consideration.
2. It is recommended for applicants to use the following web browsers when completing an application: Internet Explorer 8 (or a later version) and Firefox 4.2 (or a later version).
3. Applicants are encouraged to save application information frequently, minimally every 20 minutes, to avoid loss of data.
4. Please visit [www.dchr.dc.gov](http://www.dchr.dc.gov) to locate partner agencies and community based organizations that provide computer and internet access.

**Contact Information:** All inquiries related to employment and job applications should be directed to Melonie Buckley, HR Specialist  
[melonie.buckley@dc.gov](mailto:melonie.buckley@dc.gov)

#### **Closing Statement**

**Notice of Non-Discrimination:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**Equal Opportunity Employer:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer.

**Job Offers:** Official Job Offers are made by the Office of Human Resources Only with the Department on Disability Services (DDS).

Closing Statement: Applicants have until 11:59PM of the closing date to submit an application for consideration.