

# Job Class: Executive Director - Minnesota Council on Disability

**Job ID: 40129**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 04/17/2020

**Closing Date:** 05/18/2020

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** $33.16 - $47.93 /hourly; $69,238 - $100,078 /annually

**Classified Status:** Unclassified

**Connect 700 Program Eligible:** No

Note: To be considered for this position, current Council members must resign from the Council prior to submitting an application.

The Minnesota Council on Disability (MCD) was created in 1973 by the Minnesota Legislature and tasked to advise the Governor, the State Legislature, state agencies, and members of the public on disability issues.

MCD provides leadership to empower and strengthen the rights of Minnesotans with disabilities; collaborates with the public and private sectors as a policy, training and technical resource advisor; analyzes legislative initiatives and advises how proposed policies will impact the disability community; ensures that policymakers understand the effects of their decisions on Minnesotans with disabilities; and examines issues and disseminates information fairly and objectively, promoting self-sufficiency and choice for all individuals.

The work of the Council strives to empower Minnesotans, so that opportunity expands throughout the state and the quality of life is improved for all. The Council works on a wide breadth of issues ranging from the Americans with Disabilities Act (ADA), building access, digital and electronic access, access to culture and recreation, emergency preparedness, transportation matters, employment rights, and much more.

## Job Summary

The Executive Director assists the Minnesota Council on Disability, with its mission to serve people with disabilities in Minnesota through development of effective policy, training, technical resources and collaborations with public and private stakeholders. The Executive Director serves as the primary administrator and executive of the Council. The Director Implements Council decisions, and advocates for public policies recommended by the Council. The Director carries out all duties described in Minnesota Statutes 256.482.

## Qualifications

### Minimum Qualifications:

* The successful candidate must have at least four (4) years of managerial or supervisory experience managing a variety of program operations and teams around legislative, policy, or legal issues. A law degree, Masters in Public Policy, or similar degree may substitute for two years of experience.
* Bachelor’s degree.
* Demonstrated knowledge of the principles and practices of public policy analysis, and legislation development.
* Experience advocating for issues of concern to a wide range of the disability community, which demonstrates effective interaction with community stakeholders, including community service organizations, nonprofit agencies, government entities, media and business community.
* Demonstrated ability to build and maintain relationships with a wide variety of stakeholders.
* Human relations skills sufficient to work effectively with government officials, Council staff, and a variety of local and national forums.
* Ability to travel intrastate and interstate as required by duties.
* Problem solving skills sufficient to think beyond tried-and-true solutions and usual remedies and to provide the leadership necessary to foster an environment that promotes continuous improvement;
* Written, interpersonal and communication skills sufficient to prepare effective documents, make presentations, draft policies, letters and memoranda, negotiate resolution to sensitive situations, and establish effective working relationships with all levels of employees;
* Organizational skills and ability to manage multiple and changing priorities within required timelines;
* Skills in using Microsoft Office products such as Word, PowerPoint, and Excel.

### Preferred Qualifications

* Advanced degree or professional accreditation, such as JD, MBA, MPP.
* Knowledge or experience of Minnesota state government structure and operation.
* Knowledge or understanding of intersectional identities; such as how disability, gender, race, and sexual orientation combine to produce unique and complex pathways for discrimination.
* Knowledge of Minnesota statutes, policies and rules impacting a wide range of persons with disabilities.
* Experience with budget development and budget administration.
* Understanding of procedural and political legislative processes sufficient to recommend new legislative requirements, to testify to legislative committees, and to respond to requests from legislators.
* Ability to assess, recommend and implement change, initiate program improvements and monitor effectiveness.
* Ability to manage, develop, and supervise a diverse staff, projects, and programs.

### Additional Requirements

SUCCESSFUL APPLICANTS MUST PASS A CRIMINAL BACKGROUND CHECK THROUGH AMERICAN DATABANK, DRIVER LICENSE BACKGROUND CHECK AND EMPLOYMENT REFERENCE CHECKS.

## Application Details

### Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

### How to Apply

Visit [Careers in Minnesota State Government](http://www.mn.gov/careers) and choose the appropriate portal:

* External Applicants.
* Current Employees.
* Accessible Applicant Portal.

On the Job Search page (or Careers if you are a current employee) search for: **Job ID 40129**.

If you have questions about applying for jobs, please contact the job information line at 651.259.3637. **Remember:** State employees should apply through self service to Job ID 40129.

For additional information about the application process, go to <http://www.mn.gov/careers>.

### Contact

If you have questions about the position, contact Jodie Segelstrom at 651-259-3768 or [jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us).

## AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.

This information is available in alternative format upon request.