

## PLANNING DIRECTOR DEVELOPMENTAL DISABILITY

### KIND OF WORK

Highly responsible administrative work in designing and directing the State Developmental Disability Planning Program.

### NATURE AND PURPOSE

The employee in this class is responsible for the direction of special planning and development studies and statewide planning efforts on behalf of developmentally disabled persons.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares the annual state plan of activities for the Governor's Planning Council on Developmental Disabilities so that gaps in services and planning for developmentally disabled persons are documented and priorities for funding services are defined, and the state is eligible to receive an annual grant from HEW.

Serve as an Executive Director of the Governor's Planning Council on developmental disabilities so that necessary staff support is provided and objectives contained in the annual state plan are carried out.

Designs and implements management procedures for the Governor's Planning Council so that annual planning objectives and a work program are developed and evaluated.

Supervises preparation and approves quarterly, annual and final state plan reports for the regional HEW office so that activities and accomplishments in the annual plan are documented and Minnesota is in compliance with Federal regulations.

Administers and manages the Developmental Disabilities Office so that resources are properly managed to achieve objectives contained in the annual state plan and the work program of the developmental disabilities planning office.

Supervises special planning and development studies and statewide planning efforts on behalf of developmentally disabled persons so that the service needs of such persons are defined, services are evaluated, gaps in services and coordination of services are defined, and projects are initiated to improve access, delivery and evaluation of services to clientele.

Reviews agency program plans and services affecting clientele so that gaps and the provision and coordination of services can be identified.

Prepares a biennial budget program, monthly and annual activity reports and other materials for the State Planning Agency so that the developmental disabilities office is in compliance with practices followed by the State of Minnesota.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the programs and the problems in the field of developmental disabilities.

Extensive knowledge of inter-governmental relationships and grant-in-aid programs.

Considerable knowledge of federal, state and local agencies providing human services programs for the developmentally disabled persons.

Ability to:

Ability to establish and maintain effective working relationships with public officials and planning groups.

Ability to supervise and direct the work of others.

Ability to review and critically appraise proposals, programs and reports and to make necessary related investigations, recommendations and decisions.

Ability to speak and write effectively.

Est.: 4/76  
Ckd.: 11/92

T.C.:  
Former Title(s):