



Commonwealth of Massachusetts

Commission on the Status of Persons with Disabilities

Job Description

Program Director - Commission on Status of Persons with Disabilities - (Job Number: xxx)

About the Commission on Status of Persons with Disabilities:

The Commission on the Status of Persons with Disabilities is a 23-member, independent state agency with a broad charge to advance the cause of all persons with disabilities in the Commonwealth. Comprised of volunteer commissioners from diverse racial, ethnic, religious, age, disability, sexual orientation, gender identity and expression and socio-economic backgrounds, members draw from personal and professional experience to passionately promote their charge and serve all individuals with disabilities in Massachusetts.

The scope of the Commission's work includes examining ways to improve employment and transportation, assessing data and disparities, encouraging inclusion of persons with disabilities as employees and vendors within the private and public sector workforce, assessing programs and practices in all state agencies as they affect persons with disabilities, advising the legislative and executive branches, and promoting and facilitating collaboration among local disability commissions, disability rights advocacy organizations and disability employment service providers.

Position Description

The Commission on Status of Persons with Disabilities is seeking qualified candidates for consideration in order to fill a Program Director position. Reporting to the Chair of the Commission, the selected candidate will be the primary program support for the Commission on Status of Persons with Disabilities in all their respective roles and responsibilities. The highly motivated, customer centric support professional will be responsible for daily program support, tasks, and coordination of the Commission's critical activities. The ideal candidate will be a highly motivated, goal driven, fast learner with exceptional communication and organization skills, a high level of professionalism, and a desire to work in a collaborative and performance driven environment.

Persons with disabilities are especially encouraged to apply.

Duties and Responsibilities (these are a general summary not all-inclusive)

- Perform a myriad of duties requiring a significant degree of skill, reasoning, understanding, independent judgment, and decision-making.
- Lead in the research and development of studies and reports required by the Commission's enabling statute, including the annual reporting on the status of persons with disabilities and other initiatives as determined by the commission to advance the cause of all persons with disabilities.
- Schedule all meetings for the Commission on Status of Persons with Disabilities, in-person and/or using Zoom and Microsoft Teams.

- Take accurate and complete minutes of all Commission and Sub-Committee meetings and transcribe minutes for review and approval by the Executive Board.
- Ensure all commission activities are compliant with the open meeting law.
- Maintain and update the Commission on Status of Persons with Disabilities website, post materials, and submit necessary tickets to IT for this purpose. Check all links on website for continued accuracy and accessibility and update where necessary.
- Create all necessary documents, letters, PowerPoint presentations and reports for the Executive Board and Commission. Ensure accuracy and accessibility and make updates accordingly on an ongoing basis.
- Organize and maintain files and reports.
- Prepare mileage and expense reports, as needed.
- Serve internal/external clients with a professional, "How can I help you" attitude.
- Contribute to the overall Commission work environment in a positive, respectful and cooperative fashion.
- Order supplies, respond to calls and emails, process in-coming mail.
- Provide calendar management support, schedule meetings, arrange meeting space.

Required Qualifications:

- Ability to work independently, with attention to detail and the capacity to prioritize tasks appropriately to meet deadlines.
- Proficient in Microsoft Office Platform: Word, Excel, Power Point, and Microsoft Teams.
- Maintain confidentiality and discretion with information related to all services and operations, without exception.
- Must be positive, professional, and work well with diverse groups and personalities.

Preferred Qualifications:

- Familiarity with issues affecting individuals with disabilities within the Commonwealth, including through lived experience.
- Ability to convert reports to accessible PowerPoint presentations with salient points.
- Knowledge and understanding of accessibility requirements for content sharing and communications outreach.
- Experience with proofreading and reviewing work for accuracy, accessibility, and completeness.

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the-required experience. *

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience. *

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience. *

*Education toward such a degree will be prorated based on the proportion of the requirements actually completed.

Salary Range: \$61,047 to \$87,395

Total Compensation:

As an employee of the Commonwealth of Massachusetts, you are offered a great career opportunity influencing a wide-spectrum of services to the diverse populations we serve - but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits which you should consider towards your overall compensation, including:

- 75% state paid medical insurance premium
- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- Low cost basic and optional life insurance
- Retirement Savings: State Employees' Pension and a Deferred Compensation 457(b) plan
- 12 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition Benefit for employee and spouse at state colleges and universities
- Short-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities
- Qualified Employer for Public Service Student Loan Forgiveness Program

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

For questions regarding this requisition, please contact the Commission's Chair, Representative Denise Garlick at denise.garlick@mahouse.gov or 617-722-2582.

Required Background Check:

The Commission on the Status of Persons with Disabilities requires a background check on all prospective employees as a condition of employment.

Education, licensure and certifications may be verified. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

Application Process:

The Commission on the Status of Persons with Disabilities encourages interested candidate that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates must submit their materials electronically, by e-mail to Denise.Garlick@mahouse.gov not later than 5:00pm, on Friday, October 7, and include the following:

- A cover letter,
- Resume,
- One business writing sample

Your application package should be submitted by email to Representative Denise.Garlick@mahouse.gov.

Official Title: Program Director

Primary Location

: United States-Massachusetts-Boston-100 Cambridge St.

Job

: Administrative Services

Agency

: Commission on the Status of Persons with Disabilities

Schedule

: Full-time

Shift

: Day

Number of Openings

: 1

Salary

: TBA

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Denise Garlick

Bargaining Unit: N/A

Confidential: No