# EXECUTIVE DIRECTOR – NEVADA SILC

**STATE INDEPENDENT LIVING COUNCIL (SILC):**  The purpose of the SILC is to promote a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize opportunities for inclusion of individuals with disabilities into the mainstream of society.

The Independent Living Movement stems from a philosophy which states that people with all types of disabilities should have the same civil rights and control over choices in their own lives as people without disabilities. The SILC, therefore, works to change societal attitudes about people with disabilities away from a patronizing, pitying medical model towards empowerment, independence, home-and community-based services, and integration as fully contributing, valued members of society.

**A. ED OVERVIEW -** The Executive Director serves as the Chief Executive Officer of the Council, recommends and participates in the formulation of new policies and makes decisions within existing policies. Plans, organizes, directs and coordinates the staff and activities of the Council to assure that goals and objectives are attained and members' needs are met. The position requires creativity, leadership and initiative in carrying out tasks assigned and an ability to exercise wise, independent judgment in pursuit of such assignments. The position requires a supportive relationship with the Council Chair and the other Council members and appointed liaisons. The Executive Director is responsible to the Council and is directly supervised by the Council Chair for the administration of the Council office and for proper interpretation and fulfillment of functions, responsibilities, authority and relationships. The Executive Director is evaluated annually by the Council Chair on behalf of the Council.

**C. MAJOR DUTIES, RESPONSIBILITIES AND TASKS -** Within the limits set by the Council Bylaws, policies, procedures, state and federal law, the Executive Director is responsible for accomplishing the following duties:

1. Provide or delegate primary staff support to the State Independent Living Council in the pursuit of its mission.
2. Recruit, train and supervise personnel of the Council in accordance with established personnel policies.
3. Coordinate Council activities with the State Rehabilitation Council and other councils that address the needs of specific disability populations and issues addressed pursuant to other federal laws.
4. Prepare recommended policies and procedures, budgets, reports and resolutions for Council review and approval.
5. Responsible for overall leadership of staff and Council members in the development and implementation of short and long-term plans, policies and other activities that include, but are not limited to:
6. Assisting in preparing the State Plan for Independent Living (SPIL) and related reports in accordance with applicable federal requirements of the Rehabilitation Act of 1973 as amended and mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014.
7. Assisting in providing appropriate monitoring, review, and evaluation of the implementation of the SPIL.
8. Assisting in preparing all other federally mandated reports and ensuring their timely submission to the appropriate authorities.
9. Represent the Council in establishing and maintaining effective working relationships with a variety of federal, state and local agencies, non-profit organizations, and other related groups by promoting the independent living movement and SILC goals and objectives.
10. Advocate for programs and policies which benefit people with disabilities in terms of quality and quantity of services available to them.
11. Coordinate with other entities, as appropriate, on issues related to needs assessments, public forums, legislative support, etc.
12. Prepare and disseminate legislative information as directed by the Council.
13. Meets minimum work performance standards as established by the State Independent Living Council.