



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4185

Phone: (701) 328-3290

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**SUPERINTENDENT, LIFE SKILLS & TRANSITION CENTER**

GRADE R

**SCOPE OF WORK:**

Work involves responsibility for the overall leadership and operation of the Life Skills and Transition Center's (LSTC) services, divisions, and functions that meet the complex multitude of needs of people with intellectual disabilities in the State of North Dakota (ND).

**DUTIES PERFORMED:**

- Work involves planning, directing, administering, and coordinating all programs, activities and functions.
- Coordinate the total operation of the LSTC, which is a 24/7 residential facility.
- Oversee the development and implementation of program policies and procedures to assure compliance with North Dakota laws, Center for Medicaid Services and The Council on Supports for People with Disabilities.
- Assure the LSTC is adequately staffed, programming standards are met, and adequate resources are provided.
- Evaluate activities and programs of the LSTC to assure compliance with the mission, goals, objectives, accreditation standards, and strategic plan of the Department of Human Services.
- In collaboration with Central Office and LSTC fiscal staff, manage the LSTC's financial performance, including the preparation of the biennial budget for all programs and services of the LSTC.
- Present testimony during the legislative session and to interim committees. Prepare related reports for officials upon request.
- Direct ongoing mission and philosophy of care at the LSTC through exploring, developing, accepting and implementing new ideas with vision, foresight, and customer sensitivity to meet the needs of the community, clients and facility.
- Direct and coordinate, the educational, vocational, recreational, habilitational, and clinical programs for clients.
- Coordinate and collaborate with the Division of Developmental Disabilities, Regional Human Services Centers, and the ND community providers serving individuals with intellectual disabilities.
- Represent the LSTC to regulatory agencies, civic groups, professional organizations and associations, Legislature, special interest groups, and the public.
- Serve as community ambassador and establish strong ties with community leaders and organizations.

- Ensure staff receive on-going training for progressive job skill development.
- Ensure the establishment of committees required by standards or laws.
- Serve on statewide boards and committees to allow for the interchange of information that will enhance the treatment and care of people with intellectual disabilities.
- Participate in the Senior Management Group of the Department of Human Services.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in a behavioral science or related field, and five years work experience in the administration of programs for people with developmental disabilities that included management of human, fiscal, and material resources.

Eff. Date: 11/74

Rev: 7/85 – Update class description

Del: 3/99 – Class deleted from system

Rev: 7/01 – Reinstated class

Rev: 7/12 – Conversion to Hay System

Rev: 9/15 – Revised class to reflect Superintendent duties