

CDS Family & Behavioral Health Services, Inc.

Job Description for:

CHIEF EXECUTIVE OFFICER

POSITION SUMMARY

The Chief Executive Officer is to provide leadership and direction for all aspects of the agency in accordance with policies approved by of the Board of Directors. The Chief Executive Officer will be responsible for program development and evaluation, fiscal operations, allocation of resources, and oversight of personnel.

SOURCE OF SUPERVISION

Board of Directors

ESSENTIAL DUTIES/RESPONSIBILITIES

Program Development & Evaluation

- Responsible for developing and implementing a system of programs and procedures which meets the strategic mission and vision of the agency. Presents the board with recommended program changes when appropriate.
- Develop and maintain an effective communication system of meetings and printed materials which ensures board, community and employees are knowledgeable on the appropriate issues of the agency.
- Formulates and implements short and long range goals which have been endorsed and approved by the board.

Personnel

- Oversight responsibility for the recruitment and development of qualified clinical and administrative staff.
- Ensure the delivery of high quality services while managing for current and future growth
- Support and motivate the organizations staff
- Ensures that appropriate training programs are offered which meets regulatory licensing requirements.
- Directs agency policy procedure relative to all personnel actions which include employee relations, performance management, compensation, employment and termination.

Financial Performance

- Oversight responsibility to assure the appropriate fiscal policies and expenditures are in compliance with budget and funding source contract management guidelines.

- Prepares and submits for board approval budgetary updates, as well as cash and receivable information regarding agency operations.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Ensures that all financial operations, to include: payroll, accounts payable and accounts receivable, are managed in a fiscally responsible manner.
- Responsible for the fiscal integrity of CDS to include submission to the board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization.

Resource Development

- Plan and implement appropriate resource development activities approved by the board to meet agency mission and goals including a positive working environment for staff and participants.
- Cultivate a strong and transparent working relationship with the board and ensure open communication about the measurement of financial, programmatic and staffing concerns.

Board Relations/Governance

- Responsible for leading CDS in a manner that supports and guides the organization's mission as defined by the board of directors.
- Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- Prepares the agendas and other related reports and materials for board meetings.
- Ensures the board receives regular on-going communication on all facets and operations of the agency.

Community

- Assures that the agency serves an educational function to the community.
- Regularly participates in community affairs that relate to the advocacy of the agency's programs and goals.
- Solicit the support and cooperation of federal, state, and local agencies.
- Will perform other duties as assigned by the board of directors.

Professional QUALIFICATIONS

- A minimum of a Bachelor degree with preference given to a Master's degree and/or experience in Social Work, Public Administration or related field. A license in the field is a plus.
- A minimum of ten (10) years executive or administrative experience in a related type agency.
- Experience and skill in working with a board of directors
- Must be able to work effectively with diverse groups.
- Must be able to develop and maintain effective and cooperative working relationships.
- Must have exceptional organizational, written, verbal, and analytical skills.
- Must have the ability to represent the agency on issues related to substance abuse, youth and families on a local, regional, state and national level.
- Strong analytical and problem-solving skills, highly organized with concern for detail
- Experience with creating and leading a diverse and energetic staff, including an ability to motivate individuals and foster team spirit.
- Knowledge of human resources and experience setting individual and team performance goals and evaluating their execution
- Excellent verbal, written, analytical and interpersonal skills
- Self- starter who takes initiative, using sound, independent judgement and discretion
- Professionalism, empathy, and the ability to work as a team
- Strong time management skills and the ability to manage multiple projects simultaneously.
- Strong public speaking ability.
- Strong written and oral communication skills.

Physical Requirements

- Ability to bend, lift and carry 30 pounds
- Ability to travel on a local, regional and national basis

- May require extended periods on a keyboard

Leadership

- Be timely in decision making and communicate clearly
- Demonstrate management courage
- Be adaptive and work towards organizational excellence
- Ability to work cooperatively in a group/team setting
- Delegate appropriately
- Demand a high level of accountability of self and others
- Always portray a positive image of the organization
- Be forward looking and approachable
- Actively mentor, build and support employees/team
- Ability to abide by principles of EEO compliance and a workplace of dignity and respect
- Communicate timely and effectively with Board and staff
- Demonstrate effective problem-solving techniques
- Ability to lead and relate effectively with a diverse management team
- Assume overall contract requirements are met