



Executive Director

Department:	Mental Health	Job Status:	Full Time
FLSA Status:	Exempt	Reports To:	Mental Health Board of Directors
Grade/Level:	UG	Amount of Travel Required:	50%
Work Schedule:	8:30am-4:30pm, Nights	Positions Supervised:	Building/Office Operations Manager; Compliance and Operations Manager; Fiscal Operations Manager II; IT Support Specialist

POSITION SUMMARY

The Executive Director is the chief executive officer of the Mental Health Board responsible for the strategic leadership, operational oversight, and fiscal management of the organization. The Executive Director reports directly to the full Board of Trustees.

The primary responsibilities for this role includes, but are not limited to;

1. Managing the day-to-day operations of the Board
2. Advising and assisting in carrying out statutory responsibilities
3. Offering leadership in the development of the vision for behavioral health services in McHenry County
4. Implementing the plans and policies of the Board to accomplish the Board's mission and vision

The Executive Director serves as the key liaison between the Board of Directors, community stakeholders, service providers, governing authorities and funded agencies and must effectively collaborate to design and deliver a system of care that meets the behavioral healthcare needs of McHenry County and its residents. The Executive Director is also responsible for the recruitment and retention of a skilled workforce adequately suitable to carry out the Board's plans and policies.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

1. Manage, supervise and evaluate Mental Health Board staff
2. Management of grantmaking, fee for service, new funding, and other processes involving financial agreements and ensure they are carried out according to Board specifications and accepted professional practice
3. Management of contracting and facilities
4. Oversight of funded agencies/entities
5. Communication - Maintain regular, professional, constructive communication and consultation with members of the Mental Health Board, governmental agencies and funded agencies and provide leadership to County in behavioral health programs in response to direction from the Board
6. Training of staff and agencies to promote professional development opportunities
7. Strategic Planning and Annual Plan/Budgeting
8. Advocate for the taxpayers, service providers, consumers with a working knowledge of federal and Illinois laws and maintain confidentiality in all dealings with the public
9. Assessing need and evaluating the scope of the coverage of the services the Mental Health Board provides.
10. Other duties as assigned by the Mental Health Board

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability – Ability to accept responsibility and account for his/her actions.
- Analysis of Data- The job deals with a large number of details. It requires that details, data and facts are analyzed and challenged prior to making decisions and that important decision-making data is maintained accurately for repeated examination as required.
- Attitude toward Others- maintain a positive, open, and objective attitude toward others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality- Ability to remain and maintain confidentiality in all aspects of work.
- Detail-Oriented- the ability to see and pay attention to details; the ability to recognize the component parts of a procedure or object, and to verify the correctness or error in an individual part or procedure.
- Frequent Interaction with Others- Maintaining a friendly interface with others while comfortably dealing with multiple interruptions on a continual basis.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Leading Others- the ability to organize and motivate people to get things accomplished in a way that everyone feels a sense of order and direction.
- Long Range Planning- the ability to identify long-range goals and design realistic plans to attain them; the ability to see the big picture and then determine what direction to take and how to use resources to attain future goals.
- Meeting Standards- the ability to see and understand the stated requirements established for a job, and a person's commitment to meeting them.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Prioritize- Ability to prioritize and manage work appropriately to meet deadlines.
- Proactive Thinking- the ability to evaluate future implications of current decisions and action; the ability to mentally create the scenarios and outcomes of situations that could develop from decisions or plans of action.
- Professional- Ability to provide professional and courteous customer service at all times.
- Reliability - The trait of being dependable and trustworthy.
- Respect for Policies- the ability to see and appreciate the value of conducting business affairs according to the intent of company policies and standards.
- Responsible - Ability to be held accountable or answerable for one's conduct.

SKILLS & ABILITIES

Education: Bachelor's degree required, master's degree preferred in Business Administration, Finance, Behavioral and Human Services, Healthcare Administration, Social Work, or Public Administration.

Experience: Ten years of experience in a human services and leadership setting required; Experience in supervision and management of employees is required; Experience working with a public board is required.

Computer Skills: Fluent Microsoft Office skills

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)
Walk	O (Occasionally)
Sit	F (Frequently)
Handling/Fingering	F (Frequently)
Reach Outward	O (Occasionally)
Reach Above Shoulder	O (Occasionally)
Climb	N (Not Applicable)
Crawl	N (Not Applicable)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	O (Occasionally)
11-20 lbs	O (Occasionally)
21-50 lbs	N (Not Applicable)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Peripheral)

WORK ENVIRONMENT: Office environment.

The McHenry County Mental Health Board, in conjunction with the County of McHenry Human Resources Department, has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the Board of Directors as deemed appropriate. This document does not represent a contract of employment, and the Mental Health Board reserves the right to change this job description and/or assign tasks for the employee to perform as may be deemed appropriate.

By signing below, I acknowledge that I have received and reviewed this document.

___ Original ___ Annual Review ___ Other Review

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

If original:

Effective Date:

If revised:

Proposed Effective Date:

Approved effective date: