

Central Louisiana Human Services District

Job Description

Position: Executive Director

Salary:

Commensurate with experience.

General Scope of Responsibilities:

The Central Louisiana Human Services District (CLHSD) is a legislatively created governing body charged with the responsibility to provide public behavioral health and developmental disability services for an eight (8) Parish area. The Executive Director serves as the District's Chief Executive Officer and is responsible for the overall management of the CLHSD. The Executive Director is expected to provide leadership and overall administration of programs and services for the residents served by the CLHSD.

The Executive Director will have a unique opportunity to facilitate the transition from the current statewide services delivery system to a locally governed and managed regional system tailored to meet the unique needs of a local population.

The Executive Director reports to and serves at the pleasure of the CLHSD Board of Directors. The Executive Director will develop goals and objectives to further the purposes of the CLHSD and a strategic plan to implement such goals and objectives as may be adopted by the Board of Directors. The Executive Director will manage the operations of the District in accordance with the policies adopted by the Board of Directors and is accountable to the CLHSD Board.

The Executive Director must exhibit initiative and possess excellent organizational, administrative and financial management skills, sound judgment and proficiency in public relations.

Support the CLHSD Board of Directors:

The Executive Director will aid the CLHSD Board of Directors in making and implementing policy as follows:

- Prepare an annual operating budget for submission to the Board of Directors consistent with Board priorities.
- Present to the Board of Directors monthly operating reports, an annual report and other reports as requested.

- Make all preparations necessary for monthly Board of Directors meetings.
- Ensure development of District programs and services consistent with Board policies and strategic planning.
- Assist the Board in regularly communicating to all stakeholders the District's plans, programs, missions and ends.
- Alert the Board of Directors in a timely manner of any issues impacting the CLHSD.

Administrative Responsibilities:

- Assemble an executive management team.
- Develop administrative procedures for the transition of services to the CLHSD regionally managed service system.
- Create an evaluation process to determine the progress of transition to a regionally managed system and to identify and make necessary changes.
- Develop, implement and fulfill agreements between the CLHSD and the Louisiana DHH for the delivery of community based behavioral health and developmental disability services in accordance with *Louisiana Revised Statutes Title 28, Chapter 21, Statewide Human Services Delivery*.
- Comply with all federal and state laws and regulations affecting the activities of the CLHSD.
- Maintain effective working relationships with federal, state, and local agencies and officials.
- Adhere to all professional standards and licensing required by the activities of the CLHSD.
- Ensure employment processes are in place to maintain appropriate staffing levels and that employment processes comply with state classified and non-classified civil service requirements.
- Respond to DHH requests for planning, programming, budgetary and statistical information.
- Identify resource needs and pursue funding sources including grants.
- Represent the CLHSD Board in statewide initiatives to develop and implement interagency agreements.
- Serve as CLHSD liaison to state and local organizations which provide related services.
- Manage public relations and respond to media inquiries.

Provide Staff Leadership and Management:

- Develop, implement and revise when necessary, written personnel rules for the hiring, termination, grievances, protests and practices of CLHSD staff, in compliance with state civil service rules, for adoption by the CLHSD Board.
- Motivate CLHSD staff to maintain attitudes and behaviors that maximizes staff discipline and performance.

- Create and foster an environment in which the Executive Director and CLHSD staff are constantly learning and improving to provide the most effective delivery of services possible.
- Develop annual staff goals and plans to implement these goals for the delivery of CLHSD services.
- Ensure that client needs are being met and that CLHSD staff are trained to understand patients' rights.

Follow Applicable Statutory and Regulatory Provisions:

- Ensure that all CLHSD programs, services and staff are in compliance with relevant state and federal laws and regulations, professional licensing standards and CLHSD governance requirements.
- Follow guidelines for the use of governmental financial and management information systems.
- Create and maintain accurate and complete records, including a recordkeeping system, of all activities, documents and business of the CLHSD.

Education and Experience:

- Master's Degree required, Doctorate Degree preferred with consideration given for previous experience in Human Services and Healthcare Administration.
- At least six years of experience in Human Services and Healthcare Administration.
- Management or leadership experience with public or non-profit organizations.

Skill Set:

- Working with a Board of Directors
- Public administration
- Policy governance
- Budgeting and financial controls
- Grant writing
- Contract negotiating
- Online publicity and marketing
- Work with volunteer organizations
- Proficient in computer software such as Microsoft, Excel, Power Point, etc.