



<b>Position Classification Description</b>	<b>Title: Executive Director</b>	<b>Page 1 of 4</b>
	<b>Job Family: Management</b>	<b>FLSA Status: Non-Exempt</b>
	<b>Pay Grade: 3</b>	<b>Essential Status: Essential</b>
<b>Benefit Eligibility: All</b>		
<b>Employee Name (print):</b>		
<b>Employee Signature:</b> (I have received a copy of this job description and my supervisor has reviewed it with me)		<b>Date:</b>
<b>GPCS Board of Director Signature:</b>		<b>Date:</b>
<b>Date Position Classification Last Reviewed: 6/01/17</b>		
<b>Signature of Reviewer:</b>		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

**DEFINITION**

This position is a contract position reporting to the Chairman of the Goochland Powhatan Board of Directors. The individual provides direction and oversees all programming and operations of the Goochland Powhatan Community Services. This position is responsible for the point of entry into the publicly-funded system of services for mental health, intellectual disability, and substance abuse, including pre-admission screening services 24-hours per day, 7 days per week. The individual duties include planning, policy and procedure development, regulatory oversight, and is the liaison between local and state governmental agencies.

**JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS**

Manage the day-to-day operations of the agency.

Provide the internal management for the Board of Directors to include orienting new board members, provide training of Board members and develop the monthly Board packet for the Board’s consideration.

Develop, manage, and review the operating budget in any given year to include approval of program expense, budget revision during the year, and monitoring of revenue.

Prepare, with the Program Directors, the annual operating budget for review and approval of the Board of Directors.

Serve as Chief Personnel Officer for GPCS and is responsible for implementing personnel policies of GPCS, including the hiring, firing of employees and employee grievance process.

Supervise the Program Directors, who manage the board’s programs.



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Develop policy and program recommendations with the Program Directors for review and approval by the Board of Directors.

Implement the policies and procedures adopted by the Board of Directors.

Develop and implement short and long-range plans for GPCS.

Conduct needs assessments to determine need for additional Mental Health, Intellectual and Developmental Disabilities, and Substance Use Disorder programming in the Counties.

Develop and manage the Performance Contract with the Virginia Department of Behavioral Health and Developmental Services.

Serve as Chief Liaison Officer for GPCS to local and state governments, community agencies and the public.

Monitor programs for compliance with licensing and funding policies and regulations.

Manage Consumer complaint process.

Provide reports to Board of Directors, local and state agencies as required.

Respond to various audits of programs and finances.

Perform other duties as assigned by the Chair of the Board of Directors in accordance with Board decisions, policies and procedures.

## **REQUIREMENTS**

### **EDUCATION**

Master's Degree in Human Services, Public Administration, or Business Management

### **EXPERIENCE**

7 to 10 years of progressive managerial experience in the field of Human Services. Clinical experience a plus.

### **LICENSE(S)**

Position will be required to possess a valid Virginia driver's license



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**Pre-Employment**

- Must submit to pre-hire criminal background check
- Must submit pre-hire drug screening

**KNOWLEDGE AND ABILITY**

Knowledge of Community Services Programs for Mental Health, Intellectual and Developmental Disabilities, Substance Use Disorder, and Regulatory requirements.

Knowledge of Community Services Consumer Population.

Knowledge of planning and evaluation of programs and services.

Knowledge of policy formulation and implementation.

Knowledge of fiscal management, including budgeting, resource allocation, and day-to-day management of finances.

Knowledge of record management, file retention, Electronic Health Records and information systems.

Knowledge of personnel and human resource management practices.

Knowledge of public administration and working with public officials, regulatory agencies, and Board of Directors.

Ability to provide Day-to- Day management of programs and operations.

Ability to formulate program goals and objectives.

Ability to conduct program evaluation, conduct needs assessments, and make necessary adjustments.

Ability to maintain good relationships in the community, to include government officials, agency heads and the public IES.

Ability to prepare and present reports

Ability to stay current with information technology to keep operational systems current and efficient.



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Ability to work under pressure; meet inflexible deadlines; set priorities; and deal diplomatically with difficult individuals.

Ability to maintain confidentiality of consumer's information.

Ability to complete required training including Crisis Intervention/Emergency Behavior Support and in-service First Aid and CPR training.

Possess excellent communication skills (oral, written, and interpersonal).

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

### **ENVIRONMENTAL CONDITIONS**

Work environment is primarily an office environment working at a desk. Travel is involved to and from Goochland and Powhatan. May involve exposure to aggressive verbal and physical behavior.

Sitting: 75%; Standing/Walking 20%; Driving: 5%

Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time (less than 1 minute) (Case of paper).