

WOOD COUNTY ADAMHS BOARD

An Equal Opportunity Employer

POSITION DESCRIPTION

Office/Agency:	Wood County ADAMHS Board	Employee Name:	
Class Title:	Executive Director	Position Title:	Executive Director
Class Number:	61612C	Travel Required:	Some Travel Required
Dept./Div.:		Civil Service Status:	Unclassified
Unit:		Employment Status:	Full-time in office
Reports To:	Board	FLSA Status:	Exempt-Executive
Pos. # of Supvr.:		Pay:	\$105,000 - \$135,000
QUALIFICATIONS: An example of acceptable qualifications:			
<p>Preferred completion of Master's Degree in the area of alcohol, drug addiction and mental health, with experience in administration, or a professional administrator with experience in alcohol, drug addiction and mental health or any equivalent combination of education, training, and experience. Non-Profit experience, organizational skills, and business development preferred.</p>			
MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)			
<p>Knowledge of: basic accounting; budgeting; auditing; finance; board goals and objectives; board policies and procedures; government structure and process; state laws and/or regulations; public relations; community resources and services; human resources management; employee training and development; supervisory principles and practices.</p>			
<p>Skill in: computer operation; Microsoft Office and relevant software as needed.</p>			
<p>Ability to: define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; perform basic addition and subtraction; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; develop complex reports and position papers; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; understand a variety of written and/or verbal communications; work with the general public.</p>			
LISCENSURE OR CERTIFICATION REQUIREMENTS:			
Preferred but not required.			

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Computer and modern office equipment
INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee is exposed to, must negotiate, use or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and the general public.
JOB DESCRIPTION AND WORKER CHARACTERISTICS:
<p>ESSENTIAL FUNCTIONS OF THE POSITION:</p> <p>Serves as the Executive Officer for the Board and executes contracts approved by the Board; Supervises the services and facilities provided or supported by the Board to insure they are being administered inline with the requirements of state law and the rule of the Ohio Department of Mental health and the Ohio Department of Alcohol and Drug Addiction Services.</p> <p>Employs and removes classified employees, unclassified employees and consultant needed to carry out the Board's function, subject to Board approval; Establishes the compensation and reimbursement of expenses for employees and consultants within the limits of the salary schedule and budget established by the Board.</p> <p>Encourages the development and expansion of alcohol, drug addiction and mental health services in the County with an emphasis on the continuity of care for clients; Recommends to the Board any changes considered necessary to improve the effectiveness of services provided in Wood County; Conducts any necessary studies for the promotion of alcohol, drug addiction and mental health and the prevention of alcohol, drug addiction and mental illnesses and emotional disorders.</p> <p>Prepares for the Board's approval, an Annual Report of programs administered under the Board's jurisdiction; Prepares periodic updates and progress reports; Authorizes the County Auditor to issue warrants for the payment of Board approved obligations; Plans, monitors and evaluates fiscal allocations of the Board and provider network through annual allocations and the audit process; Submits fiscal requests and reporting monthly to the Board, quarterly to departments and annually to the County Auditors and County Commissioners through the annual County Budget and Appropriation process.</p> <p>Provides consultation to agencies, associations, or to individuals who are providing alcohol, drug addiction or mental health services for the Board; coordinates and manages Board member education and makes education consultation available to the provider network and to the community.</p> <p>Researches, reviews, develops, writes and executes Board policies and procedures for execution of statute/legislation, department guidelines/rules and Board strategic plans and Mission Statement; Coordinates and manages the Board through facilitation of Board meetings and committees, organization and publication of Board agenda and preparation of background, research, and executive summaries.</p> <p>Organizes, manages and implements levy strategies and voter campaigns.</p> <p>Serves as chief liaison to the community and to jurisdictional entities (County Prosecutor, Auditor, Judges, Commissioners, Superintendents of Schools, local department of Job and Family Services and Health</p>

Department); Serves as a spokesperson on behalf of the Board to press and electronic media; Serves as the chief advocate of the local system of care; Serves as a client’s rights and grievance officer and arbitrates disputes.

Assures Provider Agency compliance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other job related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Approval of Appointing Authority:		Date:	
Employee Signature:		Date:	