

ADAMH BOARD of FRANKLIN COUNTY

Job Description

Position Title: Chief Executive Officer

Primary Responsibilities/Expected Outcomes:

- Serves as Chief Executive of the Board and at will of the Board of Trustees.
- Serves as Team Leader for the Leadership Team assuring clear outcomes are achieved through that team.
- Employs, evaluates, and if necessary removes from office such employees and consultants as may be necessary to carry out the work of the Board, leads the development of a strong company culture.
- Promotes cultural competency and humility in the provision and administration of services funded by the Board and within the ADAMH Board itself.
- Sets compensation within the limits set by the salary schedule and the budget of the Board of Trustees.
- Develops operational policies and procedures consistent with the intent of Board decisions. Implements and administers policies and procedures that achieve the accountability indicators within this job description.
- Recommends to the Board of Trustees changes in policies and procedures that are needed to assure that the Board's mission, vision, and strategic direction are realized.
- Develops and maintains key alliances and relationships with business, community, legislative, providers, and other human services leaders that help to further the mission, vision, and strategic direction of the Board.
- Develops strategies in partnership with other leaders in the community to address needs for individuals facing Mental Health and Substance Use disorders and the providers who serve them.
- Ensures that open and productive lines of communication are developed and maintained with other care providing systems, state departments and other Board Executive Directors.
- Performs other duties requiring similar skills.

Core Competencies/Demonstrated Skills:

Education: Advanced degree with emphasis in psychology, health care, social service, public or business administration and management.

Experience: Five years' executive level experience or its equivalent in public sector of human service management and in the administration of the delivery of alcohol, drug, and mental health services.

Five years executive level leadership with accountability to a board of trustees.

Knowledge: Demonstrated knowledge of best practices in the areas of managed behavioral healthcare.

Demonstrated knowledge of evidence based best practices in the areas of behavioral healthcare planning, evaluation, and accountability.

Demonstrated excellence in written and verbal communication skills.