



## Career Opportunity

# Tri-City Mental Health Authority **EXECUTIVE DIRECTOR**

SALARY: \$302,163.68 - \$385,645.94 DOE/DOQ

*Applications accepted until September 30, 2024*

**HOPE. WELLNESS. COMMUNITY.**

Let's find it together.

# The Opportunity

**TRI-CITY MENTAL HEALTH AUTHORITY (TCMHA)** is a Joint Powers Authority (JPA) with the cities of Claremont, La Verne and Pomona. It is seeking an Executive Director who will provide leadership that strengthens its reputation as a provider of high quality, culturally inclusive behavioral healthcare, prevention, and educational services to those experiencing mental health conditions. Under the governance of the JPA's local Governing Board and the State Department of Mental Health, the Executive Director will oversee an organization of more than 200 staff and manage an approximate budget of \$40M to successfully coordinate its comprehensive local community mental health services.

The next Executive Director will maintain and improve TCMHA's services and effectively navigate political environments with multiple stakeholders, agencies, and programs.

TCMHA is looking for a leader who is collaborative, communicative, strategic, empathetic, decisive, and organized. This leader values relationship building, is eager to serve in a public-facing role, and will set strategic goals, performance expectations, and metrics for both personnel and the organization overall.

***Apply today to be part of an organization that is a pillar for behavioral health services in Claremont, La Verne and Pomona.***





# The Community

The Pomona Valley, part of the Greater Los Angeles Area, encompasses the cities of **Claremont**, **La Verne** and **Pomona**. Located between the San Gabriel Valley and the San Bernardino Valley, these three cities have a combined population of over 220,000, with Pomona being the largest.

Pomona Valley is centrally located, offering one-hour access to both the beach and the mountains for outdoor recreational activities, one-hour access to major amusement attractions such as Disneyland, Knott's Berry Farm and Universal Studios, and is just forty minutes from downtown Los Angeles. The city of Pomona hosts the annual Los Angeles County Fair, and each city features thriving downtown districts with many popular local eateries, breweries and coffee houses. Local attractions include the American Museum of Ceramic Art, In-N-Out, Pomona Dragstrip, Rail Giants Train Museum and the Fox Theater Pomona. Additionally, Pomona Valley is a hub for higher education, home to institutions such as the Claremont Colleges, Western University of Health Sciences, the University of La Verne, and California State Polytechnic University, Pomona.



# The Organization

**TRI-CITY MENTAL HEALTH AUTHORITY WAS ESTABLISHED IN 1960** through a Joint Powers Authority (JPA) Agreement between the cities of **Claremont, La Verne, and Pomona**, to deliver mental health services to the residents of the three cities. The Authority is overseen by a Governing Board composed of seven members. Four members are council members of their respective Cities, and three members are community representatives appointed by the three Cities, all serving without compensation. The Governing Board meets monthly and will work closely with the Executive Director.

To learn more about TCMHA's Governing Board visit:

[TCMHA GOVERNING BOARD](#)

Through this collaborative effort, TCMHA has been the designated mental health authority for residents, serving children, youth, families, adults, and older adults. With over 200 staff across six departments (JPA Administrator/Clerk, Finance, Human Resources, Operations, Outpatient Medical and Psychiatric Treatment, Medication Support and Diagnostic Services, Clinical Program Services, Mental Health Services Act (MHSA) Program Services, Mobile Crisis Care, Information Technology, and Best Practices) and a budget of approximately \$40M, the organization is a steadfast community partner, supporting and sustaining an integrated system of care for individuals experiencing mental health conditions and their families. Its mission is to be accountability driven, community guided, quality based, and person and family centered.

To learn more about TCMHA's approach and services provided visit:

[OUR APPROACH](#)

[OUR SERVICES](#)



## The Job

**THE EXECUTIVE DIRECTOR WILL SERVE** as a visionary leader for the organization and is responsible for coordinating and expanding various mental health services, ensuring team members are meeting desirable outcomes and providing excellence in service to the communities. They will direct the development of organization-wide goals, policies, and procedures and keep the Governing Board aware of financial conditions, program progress, and the organization's needs. This job requires financial savvy and organizational development expertise. Implementing strategic plans is essential for this role, as it involves spearheading innovative change. Additionally, the Executive Director must be able to provide policy guidance and ensure compliance with governmental regulations. They will also serve as a representative of TCMHA in meetings with governmental agencies, community groups, and other key stakeholders.



# The Ideal Candidate

**THE IDEAL CANDIDATE WILL HAVE EXTENSIVE,** in-depth public administration management and leadership experience in the provision of social and/or mental health services and experience administering governmental budgets and implementing public programs, regulations and initiatives. The Executive Director will demonstrate a strong understanding of social, health, and economic community challenges to provide effective care to those who need mental health services. Additionally, this person will be a great leader and manager of people and successfully create a desirable work culture and quality service brand that will deliver excellence in service and recruit and retain top talent — TCMHA's most valuable asset.

They must be an excellent collaborator and relationship builder and value and demonstrate inclusivity. They will also facilitate partnerships with other agencies in the region and be a liaison between stakeholders, staff, the community, the three cities, and Board members. This individual will demonstrate excellent public speaking and written and verbal communication skills while they present and communicate with key stakeholders. The selected candidate must address issues with poise and diplomacy, while also using their creative thinking skills to produce solutions. Having a passion for equitable mental health services is important, as the organization is committed to meeting the needs of the diverse individuals it serves. Along with the administrative aspects of this role, the ideal candidate will need strong interpersonal and conflict resolution skills and a proven track record of building a positive work culture that is transparent, puts emphasis on communication, and is empathetic and engaged with its employees.

The next Executive Director will be able to hit the ground running, demonstrating their in-depth knowledge of human health services and leadership abilities from the beginning.

## *The ideal candidate will:*

- ✓ Be a strategic thinker and decision maker with expertise in organizational leadership practices and techniques.
- ✓ Recognize the value in experts from different areas in the organization and create a collaborative work environment.
- ✓ Develop, strengthen and model the organization's mission, vision and values.
- ✓ Understand the unique nuances of operating a community-based, public behavioral health organization and the complexities of its transparent budget, regulations, programs and billing requirements.
- ✓ Cultivate meaningful partnerships and alliances with stakeholders, community leaders, Governing Board members, and state and local governmental representatives.
- ✓ Be skilled at asking tough questions, gathering facts, and making informed decisions to build alignment, shared goals, and a unified vision across the organization.
- ✓ Understand the nuances and cultural differences of the three communities TCMHA serves.



# Minimum Qualifications

An administrator with a master's degree, PHD, PSYD, or higher in behavioral health administration, public administration, or health administration, social work, psychology, marriage and family therapy from an accredited college or university and considerable experience in the behavioral health field or public health field; AND meets the California State Code of Regulations requirements.

Preferred candidates will have experience in governmental/public sector administration and/or executive leadership. Candidates with a JD in health administration or similar and public administration experience are welcome.

Learn more about the six categories of qualifying employment standards here:

[QUALIFICATIONS](#)



# Upcoming Projects, Challenges & Opportunities

- Proposition 1 (Behavioral Health Services Act-SB326 and AB531) and its potential impact on organizational funding, programs, and staffing for California counties.
- Finalizing and implementing TCMHA's Strategic Plan for both long-term and short-term goals.
- Ensure TCMHA continues to be a leader in the region with its System of Care, which includes homeless service response and cultivating a revitalized approach to housing funding and programs under Proposition 1.
- Developing and implementing secure technological resources and advancements to enhance operational and clinical services.
- Understands TCMHA's Joint Powers Authority status and how being the mental health authority for three cities affects our clinical partnership with the Los Angeles County Department of Mental Health, which is the true county mental health plan (MHP) and oversees Medi-Cal billing.

# SALARY & BENEFITS

Annual Salary: **\$302,163.68 - \$385,645.94 DOE/DOQ** and a generous benefits package that includes:

**MERIT SALARY INCREASES:** Annually based on performance, budget availability, and Governing Board approval.

**RETIREMENT (CALPERS PENSION):** California Public Employees Retirement System (CalPERS) with retirement formula of 2% @ 55 for Classic Members or 2% @ 62 for PEPRAs Members; employee contributes 7.75% for Classic or 6.75% for PEPRAs. No Social Security.

**VACATION:** 200–240 hours per year.

**SICK LEAVE:** 88 hours per year with no cap for full-time employees.

**EXECUTIVE LEAVE:** 80 hours per calendar year.

**HOLIDAYS:** 11 paid holidays per calendar year plus an additional 16 hours of floating holidays.

**HEALTH INSURANCE:** Medical (Kaiser HMO), dental (MetLife PPO) and vision coverage (EyeMed) of which TCMHA pays 80% of premiums.

**LIFE INSURANCE:** Maximum of \$200,000.

**DEFERRED COMPENSATION (457B):** Available to interested employees; no employer match.

**AUTO ALLOWANCE:** \$500 per month.

**ASSOCIATION DUES/FEES:** Up to \$1,000 per calendar year.

**LONGEVITY PAY:** \$2,500 at 5 years of service; \$5,000 at 10–35 milestone years of service.

**FLEXIBLE WORK SCHEDULE:** 9/80 or 4/10 hybrid teleworking schedule with Governing Board approval after completing initial 30-90 day onsite/in-person work period.

## HOW to APPLY

For consideration, **APPLY** by **September 30, 2024** at:

**APPLY HERE**

**SECURE THE DATES.** Interviews are tentatively scheduled for **October 15** and **October 29, 2024**. The first round of interviews will be virtual and the second round of interviews will be in-person. Candidates must be available for both dates.

**INQUIRIES?** Please contact:  
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