



## **EXECUTIVE DIRECTOR**

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**FLSA STATUS:** Exempt

### **DEFINITION:**

Pursuant to the Joint Powers Agreement between the Cities of Pomona, Claremont, and La Verne, which created the Tri-City Mental Health Services Program named Tri-City Mental Health Authority (Authority or Tri-City), the Executive Director shall be appointed by the Authority's Governing Board as provided by the Welfare and Institutions Code (WIC), Division 5 (Mental Health Services), Part 2. (The Bronzan-McCorquodale Act Short-Doyle Act), Chapter 1 (General Provisions), Section 5607 as it now exists or hereafter amended. Under the direction of the Governing Board, the Executive Director shall be the Chief Executive Officer of the Tri-City Mental Health Authority and is responsible for its overall management; implements policies and procedures established by the Governing Board, ensuring compliance with governmental regulations; organizes, directs, coordinates, manages and implements comprehensive local community mental health services for Tri-City Mental Health Authority's system of care and community involvement, exercising significant independent judgment and initiative in a manner that reflects stewardship of the Authority's resources and within established budgets; provides leadership in long-range strategic planning; represents the organization in the community and ensures that Tri-City's programs are implemented and viable; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The incumbent of this position receives appointment from the local Governing Board as provided by Section 5607 of the WIC; the Executive Director has full responsibility for planning, organizing, and directing the operations of all departments. The Executive Director appoints, oversees, supervises, and directs the Executive Management Team whom are the Department Heads that oversee operational services, including: Finance, Human Resources, Outpatient Medical and Psychiatric Treatment and Diagnostic Services; Clinical Program Services, Mental Health Services Act (MHSA) Program Services, Risk Management, and Compliance Services at the State and Federal levels. The Authority's Executive Management Team includes the Chief Financial Officer, Chief Operations Officer, Director of Clinical Program Services, Medical Director, Director of MHSA and Ethnic Services, and Chief Compliance Officer. The Executive Director also oversees the Joint Power Authority Administrator/Clerk's Office, public affairs, and external relationships with local and state government, mental health organizations, professional groups and the community-at-large; and serves as the visible spoke person for Tri-City.

The Executive Director serves as an advisor to the Governing Board and makes recommendations on all matters pertaining to Tri-City's system of care; implements the Authority's stated vision and purpose; executes strategic plans, goals, and the directives of the

Governing Board; cooperates with and acts as liaison between boards, the staff, governmental departments and agencies, the Legislature, and the public; and directs the administrative support and secretarial services to the boards.

The Executive Officer has overall responsibility for the direction and supervision of all Tri-City employees and services including, but not limited to, establishing and accomplishing goals, formulating policy, ensuring accurate service to Tri-City's consumers, ensuring the best competent and talented staff are employed to manage Tri-City's investments and programs, directing the preparation of Tri-City's budget, ensuring the integrity of the Authority's policies and practices, and ensuring the accounting, financial and actuarial programs are sound.

The Executive Director's administrative authority may be delegated to department heads and unit coordinators, in such a manner as may be required for effective organization and delivery of mental health services.

**EXAMPLES OF ESSENTIAL DUTIES:** Essential duties include, but are not limited to, the following:

- Responsible for all Tri-City activities, programs, and services including directing the development and implementation of goals, objectives, policies and procedures; ensure that established goals and priorities are achieved.
- Directs, and provides guidance of, all activities relating to various administrative management functions for Tri-City including finance, human resources, information technology, HIPAA privacy and security compliance, facilities management, risk management, quality assurance, housing management and development, materials management, and other administrative support functions; prepares the annual MHSA Annual Plan updates, and operational budget for the Governing Board and the California Department of Health Care Services (DHCS); develops, manages, administers, and signs all contracts, grants and policies and procedures.
- Administers the budget and keep the Governing Board advised of financial conditions, program progress, and present and future needs of the Authority; makes recommendations to and consult with the Governing Board on general policies and procedures, short and long-range goals and objectives and proposals for the establishment of new programs, discontinuance of existing programs, or major changes in programs or methods of service delivery.
- Ensures availability of and act on the critical system information required to maintain cost-effective mental health services.
- Organizes, directs, and supervises the Executive Management Team to provide an effective administrative process.
- Participates in or leads interagency and community groups towards effective coordination of community mental health resources.
- Identifies and interprets local mental health needs and mental health center needs to the community, the local Advisory Board, to the local Governing Board, the local Mental Health Commission, the DHCS, and to the Los Angeles County Department of Mental Health.

- Acts as chief staff liaison to the local Advisory Board, to the local Governing Board, the local Mental Health Commission, DHCS, and to Los Angeles County Department of Mental Health.
- Directs the analysis and development of responses to proposed legislation; formulate strategies to achieve the Authority's goals; represents Tri-City at the federal, State, and local level in order to secure necessary fiscal and program support; addresses committees and other groups on subjects relating to the programs, services, and operations of Tri-City, and positions taken by the boards on proposed laws and other issues.
- Actualizes policies of DHCS, the local Advisory Board, the local Mental Health Commission and the local Governing Board.
- Actively participate as a member of the California Behavioral Health Directors' Association (CBHDA) to insure the Authority stays current in regards to the requirements, legislation, and State and federal policies that govern public mental health services delivery.
- Develops and administers established administration policies and procedures for the Authority in compliance with federal and State regulations including Medicaid, Medicare, Health Insurance Portability and Accountability Act (HIPAA), and the Mental Health Services Act (MHSA).
- Coordinates Tri-City's activities with other public and private entities.
- Determines appropriate staffing levels; selects, supervises, trains, and evaluates staff; and authorizes recruitments, trainings, and conference participation/attendance for all employees.

#### **QUALIFICATIONS:**

The Executive Director shall meet such standards of training and experience as the State Department of Health Care Services, by regulation, shall require. However, if the Authority is unable to secure the services of a person who meets the standards of the State Department of Health Care Services, the Authority may select an alternate administrator.

#### **Education, Training, and Experience:**

There are six (6) categories of education, training, and experience that qualify applicants for the position as follows:

1. A physician and surgeon licensed in the State of California, showing evidence of having completed three years of graduate training in psychiatry as defined in Section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience with a governmental mental health agency; or
2. A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three years of acceptable clinical psychology

experience, two years of which shall be governmental health agency administrative experience; or

3. A clinical social worker who shall possess a master's degree in social work, or higher, and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had at least five years mental health experience, two years of which shall have been in governmental health agency administration; or
4. A marriage, family, and child counselor who shall possess a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or it's equivalent, as required for licensure on January 1,1981. In addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience.
5. A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a Registered Nurse by the Board of Registered Nursing in the State of California, and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.
6. An administrator who shall have a master's degree in hospital administration, public health care administration, public administration from an accredited college or university, and who shall have at least three years' experience in hospital or health care administration, two of which shall have been in the mental health field.

**Licensure/Registration/Certification:**

Current professional license, if applicable, as stated under the section titled Education, Training, and Experience.

**Knowledge of:**

- Governmental mental health service delivery and mental health personnel.
- Effective budgeting and fiscal management skills.
- California rules and regulations pertaining to mental health including, but not limited to, funding, the Health Insurance Portability and Accountability Act (HIPAA), Federal Health Care Financing Administration, Cal-OSHA, Welfare and Institutions Code, Title 9 of the California Code of Regulations and the Mental Health Services Act.
- Principles of management and organization necessary to plan, develop, implement, coordinate and evaluate Tri-City's programs, activities, services, and operations
- Effective personnel management practices including techniques of selecting, directing, supervising, training and evaluating a diversified multidisciplinary clinical, administrative and clerical staff through subordinate managers.
- Principles and practices of effective fiscal management and budget administration necessary to determine budget requirements, prepare and justify budget requests, and establish internal monitoring and control systems.

- Current trends in political, sociological and economic factors relating to planning and development of a comprehensive public mental health system of care.
- Current social, political, and economic trends and issues affecting public agencies.
- Data processing systems/applications.

**Skill to:**

- Operate a personal computer to utilize a variety of software programs.
- Coordinate the integration and participation of the cities, counties and municipalities in the provision of Tri-City's mental health system of care.
- Effective outreach skills to ensure public and stakeholder participation in program development under the Mental Health Services Act regulations, and other funding mandates as required

**Ability to :**

- Serve effectively as the Chief Executive Officer of the Authority and advisor to the local Governing Board.
- Exercise effective leadership and judgment in policy, personnel, and budgetary matters for the Authority which have an impact on programs and objectives, and adopt effective course of action.
- To understand and analyze federal, State, and Local policies that impact public mental health agencies and services
- Develop, implement, and monitor policies, procedures and standards for the Authority.
- Coordinate all Tri-City activities.
- Represent the Authority in a variety of meetings and interpret mental health services to the community at-large.
- Initiate, cultivate and maintain effective partnerships with variety of public and private partners in the local community and statewide
- Effectively maintain and promote mental health services.
- Prepare and present written reports and make formal presentations.
- Communicate clearly and effectively.
- Establish and maintain effective leadership and management of mental health personnel.

**Special Requirements:**

- Possess and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.
- Travel to attend meetings, conferences, and trainings; and to represent Tri-City as required.

- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.
- In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

**PHYSICAL STANDARDS:**

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 15 pounds in the performance of daily activities; grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard; near and far vision in observing work performed, reading correspondence, reports, statistical data, and using a computer; and communicating with others, both on the phone and in person.