

# Position Description

Division: Administration

Unit: N/A

New Position     Update     Change

## Job Description & Worker Characteristics

**Working Title:**

*Executive Director*

**Immediate Supervisor:**

*Perry County Children Services Board*

Normal Working Hours:

8:30 AM- 4:30 PM (approximately 40 hours) (24/7 On-Call- Overtime Exempt)

## Job Duties and Characteristics

### Community Leadership Role:

The Executive Director shall be knowledgeable of service needs and program developments for children in the community and to provide leadership in addressing the safety and risk of these children and families. This includes keeping abreast of planning and activity through communication with others in the field.

The Executive Director is responsible to see that the community is kept informed of agency and client needs and services, and that a positive image of the agency is projected.

The Executive Director shall develop and maintain working relationships with all child and family servicing agencies within the community, to create a system of care that addresses the totality of the child and/or family's needs to better serve children at risk of child abuse, neglect and dependency.

### Administrative Work with the Board and Other Entities:

The Executive Director is responsible for keeping the Board informed of agency needs, progress and problems through written and verbal communication as well as financial and fiscal reports.

The Executive Director is responsible for the development and implementation of policies adopted by the Board and for keeping them informed of conditions indicating a need for program and policy change.

The Executive Director shall work with the Board of County Commissioners, the Ohio Department of Jobs and Family services and other state and local entities as applicable to the administration of child protection services.

### Direct and Lead Organization

The Executive Director is responsible for promoting a long-term vision for the agency, on behalf of the Board, and to ensure the agency moves forward in accordance with the long term strategic plan.

### **Fiscal Oversight**

The Executive Director is responsible for overseeing the overall financial status of the agency and its operation within the established budgetary limitations.

The Executive Director shall keep the Children Services Board and the Board of County Commissioners informed of agency financial needs through the submission of annual budgetary requests and periodic reports of regular and special expenditures. He/she oversees the process of receipting revenue as well as all expenditures and the preparation of disbursement requests made to the County Auditor and County Treasurer.

### **Agency Physical Operation**

The Executive Director maintains responsibility for the physical site operations of the agency and vehicles. This includes procurement and management of supplies, equipment, facilities, liability management services and records retention. The Executive Director shall work with the County Maintenance staff to ensure the facility is maintained in a safe and professional condition.

### **Program and Direct Services**

The Executive Director is responsible for making recommendations to the Board regarding the addition, expansion, deletion or reduction of services or programs.

The Executive Director is responsible for setting and maintaining standards of services through supervision of supervisory staff. He/she is also responsible for ensuring the established policies and procedures are available to all employees.

The Executive Director is responsible to remain informed of emerging programs in the field and to implement, develop and updates services for the agency, as authorized by the Board.

The Executive Director shall consult with staff on unusually complex cases.

The Executive Director is responsible for the oversight of all medical procedures, administration of psychotropic medications and cosigning for major life decisions (military enrollment, post-secondary school enrollment, etc.) for minor children in the custody of the agency.

### **Staffing**

The Executive Director shall be responsible for the recruitment, screening, appointment and dismissal (with Board approval) of all staff and ensures compliance with legal requirements for employment with each position.

The executive Director is responsible for ensuring all staff is adequately trained for their respective positions, in accordance with Ohio law- as applicable. He/she is also responsible for the optimum development of staff.

The Executive Director is responsible for working with staff, legal counsel and county Human resource staff and make appropriate recommendations to the Board regarding the establishment and revision of Personnel practices.

Qualifications

Bachelor's degree in Social Work or related field required. Master's degree in Social Work or related field preferred.

Minimum of five (5) years experience in child welfare with a minimum of three (3) years experience supervising child welfare workers.

An equivalent combination of education and experience.

This is an unclassified position

This is an overtime exempt position, subject to emergency on-call 24 hours per day- seven days per week

May be exposed to hostile youths/client/public

May be exposed to infectious clients/diseases and environment

Physical mobility necessary to attend training, conferences, seminars, etc... Requires travel throughout county and state. May require travel outside Ohio.

As driving is an essential function, must maintain acceptable driving record as determined by Perry County Children Services Board and/or Perry County Board of Commissioners.