

**Adair County SB40 Developmental Disability Board**  
**Job Description for**  
**Executive Director**

**Position Overview:**

This position involves highly responsible administrative duties related to the planning, organization, development and financial management of community programs and supports for citizens of Adair County with developmental disabilities, including the provision of Targeted Case Management services to qualified residents of Adair and other counties for which TCM responsibility has been assumed. The Executive Director shall serve as the chief staff member for day to day operations of the Targeted Case Management Program and the Community Learning Center, and will be accountable to the Board of Directors.

**Reports Directly To:**

Board of Directors

**Direct Supervising Responsibilities:**

Accountant, HR, QAS, DSC, CES

**Classification:**

Exempt

**Minimum Age:**

21 years

**Minimum Qualifications:**

This is a professional position requiring management and personnel experience as well as extensive knowledge and experience in the field of developmental disability supports and service coordination. A Bachelor's degree from an accredited university is required.

**Preferred Qualifications:**

A Bachelor's or Master's degree from an accredited university in a field of study related to human services or business/management is preferred, along with successful administrative experience with an agency providing Targeted Case Management or other funding/services to persons with developmental disabilities.

**Job Duties** *(The following examples of job duties are not intended to be all inclusive. Any one position will require that the staff member be prepared to perform any other related work as assigned.)*

**Key Result Area #1: Ensure quality programs and services for people with intellectual/developmental disabilities in accordance with the Mission and Vision of the organization.**

I will achieve performance standards when:

- Implements the mission of the Board of Directors through realistic goals and objectives.
- Works effectively with the Board of Directors to develop and implement a clear vision for the organization taking into consideration the respective roles of the position and the Board.
- Coordinates long range planning with the Board of Directors.
- Develops and maintains policies and procedures in cooperation with the Board of Directors.
- Stays informed and abreast of best practices, directions and trends in the field of developmental disabilities, sharing pertinent developments with the Board for incorporation where applicable into evolving vision and strategies.

*Goal: Development and implementation of a long term Strategic Plan containing specific, time lined, measurable goals and objectives updated and presented to the Board of Directors for approval no later than December 31<sup>st</sup> of each calendar year.*

**Key Result Area #2: Ensure financial and resource development through the provision of sound business, financial and administrative guidance, working closely with the Board of Directors, the Accountant and other management staff to ensure an efficient and financially strong organization.**

I will achieve performance standards when:

- Ensures that a clear and accurate system of accounting is maintained in accordance with Generally Accepted Accounting Principles as well as organizational policies.

- *Goal: Reviews and approves all invoices, funding requests and payroll reports prior to payout on the 5<sup>th</sup> and 20<sup>th</sup> business day of each month.*
- *Goal: Reviews monthly revenue reports for accuracy and completes variance analysis by the end of the following calendar month each month.*
- Oversight and review of the preparation of the financial statements and other financial records Provides full financial disclosure to the Board of Directors.
  - *Goal: Financial reconciliations of bank and balance sheet accounts are completed monthly with any identified issues remedied prior to the close of the following month.*
- Develops and maintains an annual budget in cooperation with the Board of Directors and the Accountant.
  - *Goal: proposed annual budget completed and ready for Board approval by May 1<sup>st</sup> of each Fiscal Year.*
- Coordinates and works with external auditors in performance of a financial audit as determined by the Board of Directors.
  - *Goal: Fiscal year-end financial reports and supporting documentation will be submitted to external auditor no later than August 1<sup>st</sup> of each year.*
- Cultivates effective relationships with community and business leaders, public officials, and potential funding sources.
- Coordinates, reviews and evaluates local funding requests from individuals with developmental disabilities; approves or denies according to Board-approved policies up to specified amounts; delivers those exceeding specified limits to the Board with recommendations regarding approval or denial based upon review of circumstances.
- Coordinates, reviews and evaluates funding requests from qualified agencies and delivers to the Board with recommendations regarding approval or denial based upon review of circumstances.
- Actively researches and pursues funding sources and opportunities (e.g. grants, matching funds, partnerships, services) to supplement and enhance programs consistent with the organization's mission.
  - *Goal: At least one grant application per quarter submitted to potential funding sources.*

**Key Result Area #3: Works to protect the assets of the organization through effective property and equipment management systems and practices.**

I will achieve performance standards when:

- Works in cooperation with the Board of Directors, Administrative/HR Manager and Accountant in maintaining, leasing, purchasing and tracking all property and equipment.
- Works in cooperation with the Administrative/HR Manager and Accountant to make and monitor purchases of supplies for personnel and program use.
- Works in cooperation with the Administrative/HR Manager to identify needs and contract for minor or routine maintenance/upkeep/repairs to facilities, equipment and grounds, not in excess of cost specified by Board policy.

**Key Result Area #4: Facilitates internal and external organizational communications in a positive and professional manner.**

I will achieve performance standards when:

- Assure confidentiality of all information maintained for any individual served. Reports all security breaches and remediation efforts to the Board of Directors.
- Provides effective communication both verbally and in writing related to all facets of the position.
- Provides the Board of Directors with weekly and monthly verbal and written reports of activities, programs, and relevant issues.
  - *Goal: Written and posted Executive Director's report reviewed with the Board of Directors at each monthly meeting 100% of the time.*
- Coordinates and actively participates in monthly staff meetings to review benchmark performance data collected and works proactively to correct any identified exceptions to organizational goals.

- Responds in a reasonable and timely fashion to any requests for information, questions or complaints from any interested parties, including but not limited to Board members, individuals served by Adair County SB40, family members, providers, governmental officials, SB40 Board personnel in other counties, and MACDDS colleagues.
  - *Goal: Maintains positive working relationships with service providers and facilitates ongoing, proactive communication through regular meetings with each provider at least once per quarter.*

**Key Result Area #5: Represents the interests of the organization through effective governmental relations efforts.**

I will achieve performance standards when:

- Maintains a strong knowledge of State plans, policies and resources to be able to ensure contractual compliance in the implementation of programs and services.
- Ensures personnel and program compliance with all CMS/MOHealthnet and other statutory regulations governing the provision of Targeted Case Management.
  - *Goal: reviews TCM Benchmark data and any DMH/CMS audit reports each month prior to the end of the following calendar month.*
- Establishes and maintains a positive relationship with the Missouri Department of Mental Health and Division of Developmental Disability personnel.
  - *Goal: Meets with Division representatives to discuss any outstanding or pending issues at least once each month.*
- Maintains regular communication with the Adair County Commissioners and notifies the Adair County SB40 Board of contacts with the Commission and any relevant upcoming meetings with the Commission.
  - *Goal: Meets with Adair County Commissioners no less than once per quarter.*
- Represents the Adair County SB40 in all governmental relations. Demonstrates the ability to address developmental disability issues and answer questions from governmental stakeholders.
  - *Goal: Actively participates in at least one governmental relations meeting per month.*
- Informs the Board of Directors of regular communications with all governmental entities.
- Ensures Board of Directors' compliance as a governmental entity.

**Key Result Area #6: Promotes the programs and services of the organization and preserves positive Public Relations.**

I will achieve performance standards when:

- Maintains a positive and professional relationship with the local community.
  - *Goal: Develops and implements an ongoing marketing plan which includes local media contact, social media content and participation in community events no less than four times monthly.*
- Demonstrates attitude of sincere interest, concern and accessibility toward persons served by Adair County SB40, as well as toward their families and caretakers.
- Represents the Board of Directors in a positive and professional manner with the local media and through all interactions with local service groups, civic organizations and governmental entities.
  - *Goal: Presents to one local group or government entity at least once per month.*
- Keeps the Board of Directors apprised of all pertinent public relationships and contacts.
- Develops and administers satisfaction surveys annually to measure the success of Adair County SB40 programs including but not limited to Service Coordination and the Community Learning Center.
  - *Goal: Conducts four random 'quality check' phone calls or visits with individuals in service per month.*

**Key Result Area #7: Management of personnel including oversight of recruiting, selection, development, training and supervision of employees of the organization; conducts on-going performance assessment and career development of employees.**

I will achieve performance standards when:

- Develops and maintains job descriptions for all subordinate positions.

- Develops and maintains employee policy manual for Adair County SB40 employees in collaboration with the Administrative/HR Manager.
- Develops and maintains performance evaluation forms for all subordinate positions.
  - *Goal: All personnel will complete a self-evaluation and review/sign an updated job description prior to each employment anniversary date.*
- Oversees the organization annual performance evaluation process for all employees.
  - *Goal: Reviews and approves annual performance evaluations completed by managers for their respective supervisees prior to their anniversary date.*
- Coordinates hiring of all subordinate staff in cooperation with the Board of Directors and the Administrative/HR Manager.
- Develops, maintains and posts relevant employment advertisements in cooperation with the Administrative/HR Manager.
- Oversees, monitors and assures full and appropriate training for subordinate staff in cooperation with the Administrative/HR Manager and the Director of Service Coordination.
  - *Goal: Implements an ongoing positive reinforcement plan which formally recognizes and rewards exemplary employee performance.*
- Fairly and consistently engage in progressive disciplinary practices as needed.
- Addresses personnel issues and violations of employee conduct code with employees; negotiates plan of correction with employees and supervisor when significant issues occur; proceeds with termination of employees when necessary in cooperation with Board of Directors.

**Key Result Area #8: Actively participate in professional development, training and educational opportunities to continuously grow knowledge and understanding of community resources, disability issues and the best practices to assure quality services to the individuals served by the organization.**

I will achieve performance standards when:

- Supports the mission, vision and values of the organization.
- Actively participates in regular meetings and training opportunities, including but not limited to those opportunities available through MACDDS and DMH.
  - *Goal: Participates in one training per month.*
- Develops partnerships through networking with other professionals in the field of developmental disabilities.
- Strives to uphold highest standards of professional integrity and accountability in fulfillment of commitment to Adair County SB40 Board members and employees, individuals/families served by Adair County SB40, and the citizens of Adair County.

**Essential Job Functions**

To fulfill the essential job functions for this position, the applicant must have the following:

- Pass Family Care Safety Registry background checks with no record of felony convictions, drug convictions, or convictions of crimes against persons.
- Must have valid Missouri driver's license and auto liability insurance. Must be able to transport themselves to and from the office, individuals' homes, and a variety of other sites across the State as needed to perform job related duties.
- Exceptional professional ethics.
- Exceptional communication skills, both spoken and written.
- Strong mathematical skills supporting financial management, planning and analysis.
- Strong critical thinking / problem solving skills.
- Working knowledge and skill set to utilize multiple computer formats / systems (CIMOR, MOEDI, Microsoft Office etc.).
- Proficiency in word processing, excel, publishing and presentation software.
- Ability to manage and coordinate multiple projects simultaneously in a fast-paced environment.

- Ability to assist with employee and volunteer training as assigned.
- Light lifting required, extensive sitting, some travel required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

**Personal Presentation and Initiative:**

- Abides by all policies and procedures of the organization.
- Exercises good judgment and discretion.
- Seeks to evaluate suggestions and respond to criticisms objectively.
- Seeks to improve knowledge, skills and abilities through active participation in regular training opportunities.
- Actively participates in regular performance evaluations.
- Dress and manner are consistent with insuring a safe, clean and professional working environment.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Human Resources Representative

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Date

Updated: (11/30/21)