

POSITION DESCRIPTION
WAYNE COUNTY CHILDREN SERVICES BOARD

An Equal Opportunity Employer

Title: **EXECUTIVE DIRECTOR**

Department: Administration

FLSA Status: Hourly [] Non-Exempt []
 Salary [X] Exempt [X]
 Executive [X]
 Administrative []
 Professional []

Status: Non-Bargaining

Immediate Supervisor: Children Services Board of Directors

Positions Supervised: Clinical Services Director
Executive Assistant
Fiscal Director
Human Resources Director
Public Relations/Community Events Coordinator
Social Services Director

JOB RESPONSIBILITIES:

The Executive Director, within the guidelines formulated by the Board of Directors, develops overall agency policy, goals, and objectives in the areas of finance, personnel, program, and services. The Executive Director assures Agency compliance and statutory requirements, administers the policies of the Children Services Board of Directors, and manages the operations of the Agency.

QUALIFICATIONS:

- Master's Degree in Social Work, Public Administration, or related field preferred; Bachelor's Degree in Social Work or related field required, or an equivalent combination of education and experience.
- Minimum of five years' experience in supervision/management required.
- LSW/LISW or eligibility for licensure by the State of Ohio preferred.
- Previous experience working with a Board of Directors preferred.
- Strong interpersonal communication and team building skills are required, along with organizational skills and dedication to the mission of protecting children.
- Working cooperatively with persons across disciplines, both within and outside the agency required.
- Conflict resolution skills and ability to manage difficult conversations required.

- Must have immediate access to safe and reliable personal transportation to use for work related responsibilities.
- Demonstrated skills in managing personnel, finances, budgeting, and community relations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - Agency and Ohio Department of Job and Family Services policies and procedures*
 - Agency goals and objectives*
 - Child welfare laws and regulations
 - ODJFS monitoring and quality assurance techniques
 - Ohio Child Welfare Training program*
 - State and ODJFS training requirements*
 - Budget preparation
 - Management principles
 - Strategic planning
 - Computer systems and software, including SACWIS*
 - Social work methodology; dynamics of alcohol and drug abuse, crisis intervention
- Skill/Ability to:
 - Develop and implement programs for the Agency
 - Organizational development
 - Ensure the quality of work as measured against established standards
 - Represent the Agency to government officials; prepare and deliver speeches before audiences of varying sizes
 - Define problems, collect data, establish facts, and draw valid conclusions
 - Prepare accurate and concise reports; organize
 - Prioritize and coordinate multiple tasks
 - Communicate effectively in written and oral form
 - Identify indicators of abuse, neglect, and family dysfunction
 - Assess child risk levels
 - Determine appropriate treatment or referrals
 - Identify and/or establish support systems for clients
 - Establish a good rapport with clients and their families
 - Recognize unusual or threatening situations
 - Interpret and apply laws, regulations, and policies
 - Determine staffing requirements including state and national standards
 - Interviewing techniques
 - Employee training and development
 - Identify employee behavior that requires discipline
 - Administer discipline and handle grievances
 - Improve employee performance through use of coaching and discipline

*May be developed after employment.

% of Time* **ESSENTIAL DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

*NOTE: All percentages are approximate +/- 5%.

40%

EXECUTIVE DUTIES

- Participates in the development of the annual budget for the Agency
- Determines necessary staffing and recommends staffing levels
- Develops and implements agency programs
- Coordinates services with state and local agencies
- Ensures effective exchange of information with other state and local agencies
- Serves as co-appointing authority with the Children Services Board of Directors
- Develops and recommends policies to the Children Services Board of Directors for approval
- Oversees Agency compliance with state statutes, federal and local agency rules and regulations
- Negotiates, develops, and implements county inter-agency agreements for cooperative and contractual services
- Develops, with the Board of Directors, proposals for labor negotiations
- Oversees labor contract negotiations and labor contract administration
- Respond to grievances by staff, foster parents, adoptive parents, and clients in the formal procedure and informally as appropriate
- Recruits community leaders to serve on the Children Services Advisory Board, prepares for and presents at quarterly meetings
- Determines agenda and prepares for monthly Children Services Board of Directors Meetings
- With Chairperson, determines the need for emergency meetings
- Informs the County Commissioners regularly regarding activities and needs of the Agency
- Seeks out and appropriately pursues and writes grants to secure additional funding for the Agency. This may include the development of memorandums of understanding with other county or state agencies to secure additional federal, state, or local funding.
- Develops the plan of cooperation with the Wayne Co. DJFS, Wayne Co. CSEA, and CSB for County Commissioner approval
- Writes, updates, and secures endorsements of mandatory participants to the memorandum of understanding on procedures for investigating reports of child abuse and neglect as required by state law
- Ensure maintenance of required records and reports
- Signs, or arranges for signature on, all legal forms for children in the legal custody of the agency
- Available as needed for after hours consultation and/or notifications

- 15% SUPERVISORY DUTIES**
- Approves the hiring, promotion, and termination of employees
 - Oversees supervision of all agency employees
 - Reviews and gives final approval for performance evaluations
 - Reviews and implements discipline for all employees
 - Ensures compliance with agency policies and procedures
 - Supervises the work of employees who report directly to the Executive Director
 - Represents the Board of Directors in third step grievances
 - Provides leadership and guidance to staff in fulfilling their responsibilities
 - Ensures effective communication of information to employees
- 15% PROGRAM PLANNING AND DEVELOPMENT**
- Surveys and identifies community need for additional services
 - Identifies community and financial resources
 - Works with state and local leaders to secure funding and community support
 - Participates in long-range planning for the Agency
 - Implements new programs
 - Interacts with government and professional organizations to advocate legislative and policy changes
 - Oversees new programs required by state and federal laws and regulations
 - Devises with the Board of Directors, a method for strategic planning and agency goal setting
 - Develops with the Clinical Director and Social Services Director, outcome measures in addition to state CPOE requirements
- 15% COMMUNITY RELATIONS**
- Maintains a positive working relationship with the public
 - Represents the agency in collaborative groups, committees, etc.
 - Coordinates agency programs and activities with other social service and community agencies
 - Speaks to schools, community groups and/or special interest groups on child abuse and neglect and Agency services
 - Resolves problems or issues with other agencies, providers, etc.
 - Organizes fund raising and tax levy campaigns
 - Provides statistics and news releases to promote levy campaign
 - Develops campaign themes and strategies
 - Maintains close working relationship with local civic leaders, news media and community organizations to enhance service to children
 - Works cooperatively with community groups
 - Serves as a member of the Family and Children First Council
 - Participates in Child Abuse Prevention Month Activities and serves on the Voices for Children Committee

10% ADVOCACY

- Serves on committees of the Ohio Department of Job & Family Services to promote the welfare of the children of Wayne County
- Identifies problematic policy changes and advocates position of the Board of Directors
- Serves on committees and rule review panels of the Ohio Department of Job & Family Services
- Interacts closely with the Public Children Services Association of Ohio to promote and benefit the children of Wayne County
- Provides expert testimony on behalf of Children Services to legislative committees

5% NON-ESSENTIAL DUTIES

Other related duties as assigned including but not limited to:

- Orientation of all new Children Services Board of Directors members and Advisory Board members
- Attends various Chamber of Commerce functions
- Assists other agencies in mutually beneficial grant writing and program/service development activities
- Signs all legal forms for children in the legal custody of the agency
- Conducts staff meetings and administrative staff meetings
- Assists with the orientation of all new agency employees
- Attends ODJFS/PCSAO executive briefings when scheduled to learn of new rules, laws, funding issues, etc.
- Monitors physical plant status and arranges for repairs and alterations

Employee Signature

Date