



POSITION TITLE: Executive Director

EXEMPTION STATUS: Exempt, Full-Time

IMMEDIATE SUPERVISOR: NEON Board of Directors

NORMAL WORKING HOURS: 40 hours/week, flexible and variable

PRIMARY FUNCTION: The employee will act as the chief executive officer for the Northeast Ohio Network (NEON) Council of Governments (COG). The employee shall assume the leadership and management role for employees of the COG.

JOB DUTIES

1. Develops and maintains familiarity with current and proposed legislation/rules which could effect service provisions of NEON.
2. Is responsible for assuring program compliance with all applicable laws, statutes, rules, regulations, codes, standards, and agency policies. Ensures that all statutory and administrative requirements are followed in delivery of services.
3. Assures the development of the annual NEON budget and member county budgets as they relate to NEON service provision. Manages expenditures within budgetary authorizations. Maintains effective budgetary, investment and fiscal procedures.
4. Develops, recommends and implements necessary policies and procedures for the effective implementation of NEON services.
5. Manages all processes necessary for the effective operation of NEON services including but not limited to individual service plans, provider selection methodology, contract negotiation, request for proposals, maintenance and reconciliation and quality assurance.
6. Develops new programs to provide collaboration, efficiencies and economies of scale for county boards.
7. Provides leadership in the development of an annual plan and strategic plan for NEON service provision for approval by NEON Board of Directors.
8. Assigns personnel and advises on retention, promotion, professional development, salary adjustments and severance of personnel. Evaluates performance of staff, helping to establish objectives to promote professional growth. Conducts and participates in in-service training and orientation.

- Recommends and approves assignments, work schedules and leave request of personnel. Identifies infractions and takes disciplinary action of personnel.
9. Manages the development and negotiation of all NEON service contracts.
 10. Responsible for the maintenance of a variety of records, reports, and correspondence.
 11. Provides technical assistance to NEON member counties related to services provided by NEON.
 12. Maintains positive relationship with and provides reports as required by the NEON Board of Directors
 13. Attends meetings, seminars and conference appropriate to enhance job related duties.
 14. Works in collaboration with the Board of Directors and County Board personnel in a facilitative, ethical and proactive manner. Maintain an appropriate attitude and conduct of a professional, including, but not limited to, understanding and practicing professional ethics in keeping with the confidentiality of information and materials with which he/she may come in contact.
 15. Develops and maintains positive working relationships with related community agencies and resources.
 16. Documents and reports required statistical data.
 17. Performs other related duties as assigned.

SUPERVISORY DUTIES INCLUDE BUT MAY NOT BE LIMITED TO:

- Finance Director
- Senior Administrative Assistant
- Provider Compliance Manager
- Nursing program Manager
- Operations Manager

UNUSUAL WORKING CONDITIONS:

Travel within 14 member counties, Columbus, and other sites necessary to complete responsibilities. Dependable transportation is necessary. May be required to work beyond normal business hours.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Program and Operations planning, budget development
2. General knowledge of rules governing waiver providers and waiver services
3. Knowledge of NEON programs, policies and procedures and personnel practices.
4. Excellent organizational skills.

5. Ability to work effectively and harmoniously with a diverse group of people.
6. Ability to manage time efficiently and address multiple priorities.
7. Excellent writing skills. Ability to organize, write and edit comprehensive, accurate and concise reports and independently submit in a timely manner.
8. Demonstrated ability to work and carry out projects independently.
9. Excellent verbal communication skills.
10. Ability to work cooperatively and effectively with others.
11. Ability to deal with problems and difficult situations while maintaining perspective and emotional stability.
12. Complete assigned duties within established time limits.
13. Strategic Planning (development and implementation).
14. Information gathering and monitoring skills.
15. Problem analysis and problem solving skills.
16. Statistical analysis skills.
17. Judgment and decision-making ability.
18. Initiative.
19. Confidentiality and adherence to HIPPA requirements.
20. Attention to detail and accuracy.
21. Adaptability.
22. Consistently complete assigned tasks and meet operational needs of NEON by maintaining flexibility with work schedule relating to location, dates and times of assignments.
23. Display a positive attitude as well as professional, polite, considerate and courteous conduct and treatment of others in the course of duties.

Knowledge of:

1. Information Technology Systems including the Ohio Department of DD data warehouse
2. Budget Development and Management
3. Policy and Procedure development

Skills and abilities to:

1. Provide effective leadership to Program Operations Staff.
2. Supervise, direct, counsel and evaluate key subordinates.
3. Develop specific operating plans and budgets required to achieve objectives.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Public Administration, Human Services or closely related field required, Master's Degree preferred.
- Minimum five years, full-time, supervised, paid work experience in a leadership position.
- Experience in working with multiple service agencies and disciplines helpful.
- Experience interacting with individuals with DD preferred.
- Demonstrated experience with program development, implementation, and evaluation methods.
- Possess effective written and oral communication skills, is self-directed and results-oriented.
- Analytical skills in problem solving.
- Sound fiscal knowledge including budget development and fiscal tracking.
- Ability to use Microsoft office software and communicate with software vendors.
- Must have a valid driver's license and be willing to undergo a full background investigation, including, but not limited to fingerprinting, verbal interviews, BMV check, drug test, and a background investigation pursuant to OAC 5123: 2-2-02.
- An employment history that demonstrates reliability, integrity, honesty, and good attendance.

GENERAL EXPECTATIONS:

The employee is required to:

1. Maintain confidentiality.
2. Report suspected or actual abuse/neglect issues as outlined in the MUI procedures.
3. Work effectively and cooperatively with other employees, related public agency staff, community businesses and service providers; and other members of the public.
4. Maintain valid certification, licensure or registration, if required for the position to maintain employment.
5. Attend all training and in-services required by the position and other meetings as assigned.
6. Maintain a valid Ohio driver's license, if driving is required by the position. The employee, who is required to drive, may be required to travel, within and/or beyond the county.
7. Follow safety and health rules and regulations, including, but not limited to, OSHA standards.

The above statements reflect the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.

Please submit a professional resume to the attention of:

Michele L. Giess,
Superintendent Richland County Board of DD
314 Cleveland Ave. Mansfield Ohio 44902

Or

Mgiess@newhope.org

NOTE:

Resumes will be accepted through August 19, 2022