

**MENDOCINO COAST HEALTH CARE DISTRICT
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

POSITION SUMMARY:

Plans, directs, coordinates, evaluates and reviews the activities and operations of the health care district; keeps the Board of Directors fully informed in all matters relating to District business; full charge and control of the affairs of the District consistent with the policies established by the Board

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

- Effective leadership
- Work effectively in a highly stressful environment which is politically influenced
- Strong problem-solving skills
- Ability to communicate effectively both orally and in writing.
- Strong computer skills
- Tactfully deal with public in oral communications and by telephone
- Be sufficiently adaptable to accept and perform work assignments that are outside the normal day-to-day routine in a timely and effective manner
- Maintain courteous, professional and effective working relationships with members of the Board of Directors and the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Prepares agendas for meetings of the Board of Directors.
- Attends meetings of Board, furnishing information and recommendations regarding District policies, programs and analysis.
- Enforces and administers the provisions of any applicable laws and regulations
- Receives special assignments from the Board.
- Negotiates and oversees the management of District contracts and agreements.
- Reports on District operation, policies, and problems.
- Directs the development of the annual budget, consults with the Board regarding budget priorities, and recommends a budget to the Board of Directors for adoption
- Represents the District's interests in relationships with the general public, community organizations, representatives of the media, and other agencies regarding District policies and programs.
- Researches and identifies potential sources of revenue to fund District priorities.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, governmental budgeting/finance, and agency management practices.
- Methods of analyzing, evaluating and modifying administrative policies and practices.
- Principles of organization and management.
- Laws and regulations affecting special districts

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively with the Board and the public, orally and in writing.
- Using email, spreadsheets, word processing and financial accounting software.
- Preparing clear and concise reports, correspondence and other written materials

Ability to:

- Serve efficiently as the administrative agent of the District
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in such action.
- Prepare clear and comprehensive written reports.
- Speak effectively in public.
- Establish and maintain cooperative relationships with the Board, news media, the general public and representatives of other agencies in the capacity of agent for the District

DESIRED EDUCATION/EXPERIENCE:

Bachelor's Degree with major course work in public administration, health care, or related field. Two years of experience in a small special district or other governmental agency or one year at the level of Executive Director.

COMPENSATION:

Salary \$75,000 to \$95,000
Health benefit plan
PERS retirement system

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*