

## **Twin County Recovery Services, Inc. Executive Director Job Description**

Title: Executive Director  
Reports to: Board of Directors  
Department: Administration

### **POSITION SUMMARY:**

With the guidance of the Board of Directors and the New York State Office of Alcoholism & Substance Abuse Services (OASAS), the Executive Director is responsible for all aspects of the management of the corporation. This includes but is not limited to fiscal management, staff supervision, strategic planning, program implementation, public relations, resource development, and grant management requirements. The Executive Director is expected to work in close cooperation with local, state and federal partners, including, but not limited to, OASAS, the Local Governmental Unit, and the Rural Health Networks.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

BA/BS degree (Masters Level preferred) with 5 years of experience in non-profit management or public administration, 3 of which are in the healthcare environment.

### **SUPERVISORY RESPONSIBILITIES:**

The Executive Director is responsible for the management of staff necessary to carry out the programmatic objectives of the agency, including the areas of recruitment/retention, performance management, training and development.

### **JOB SPECIFIC COMPETENCIES**

#### **1. LEADERSHIP**

- Fulfills the mission and vision of the agency.
- Communicates with internal and external agencies, and promotes the organization to the public.
- Recruits and maintains staff.
- Sets clear, reasonable expectations of staff and follows up on issues.
- Analyzes problems or procedures, anticipates outcomes, evaluates alternatives, and selects the best course of action.
- Leads initiatives to change the structure, system, talent mix, or processes of the organization to more effectively support the business strategy.

#### **2. FISCAL RESPONSIBILITY**

- Monitors the fiscal integrity of TCRS
- Develops, maintains, and reports budgets and plans of work
- Maintains the current financial plan
- Explores new opportunities for generating revenue including grants/contracts, traditional fundraising, new lines of business, etc.
- Ensures compliance with the agency's fiscal policies

### **3. COMMUNICATIONS AND PUBLIC RELATIONS**

- Communicates clearly and listens effectively
- Shares appropriate information internally and externally
- Deals effectively with conflict and avoids negative communications
- Works to establish and maintain productive relationships
- Works collaboratively with outside organizations
- Represents the organization to clients, partners, supporters, media members, and the broader community in a dignified and professional manner

### **4. PROGRAM DESIGN, MANAGEMENT AND EVALUATION**

- Designs programs that are well-matched to community needs, organizational capacity, and support
- Ensures that staff has adequate training and resources to effectively achieve program objectives
- Maintains working relationships with funding sources
- Regularly evaluates program performance and provides information to the Board

### **5. STAFF MANAGEMENT**

- Clearly defines responsibilities and expectations of employees
- Encourages and supports employee participation in personal and professional development
- Provides effective and timely feedback/counseling about performance Deals appropriately and constructively with performance issues
- Ensures that all staff members abide by the Agency Code of Ethics, Code of Conduct, confidentiality requirements, NYS OASAS regulations, and agency policies and procedures.

### **6. DECISION MAKING**

- Makes timely/responsive decisions
- Takes responsibility for decisions
- Modifies decisions based on new information when appropriate
- Consults with others as appropriate in the decision making process
- Executes directives and decisions appropriately

### **7. STRATEGIC PLANNING**

- Works with the Board to periodically develop multi-year strategic plans, with long-range goals and strategies, as well as annual plans of work, with performance measures and targets
- Communicates strategic priorities to senior staff and effectively engages them in their implementation
- Monitors and reports to the Board on the implementation of strategic initiatives

### **8. BOARD RELATIONS**

- Supports the effective operation of the Board of Directors, including its good governance, fiscal oversight, and role in corporate compliance
- Works with the Board to develop, approve, and implement policies
- Supports the Board's role in promoting the organization and its work