

Mid East Ohio Regional Council (MEORC)

Position Description

Executive Director

Summary: The Executive Director reports to a Board comprised of the Superintendents of the nineteen County Boards of Developmental Disabilities belonging to MEORC. The Executive Director serves as the Chief Executive Officer and is responsible for the day to day operations of the agency. The Executive Director is responsible for ensuring compliance with policies adopted by the Board and applicable state and federal laws.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Meets requests of member county board for new products;
2. Makes decisions on financial matters;
3. Assist with the development of the annual MEORC budgets to be approved by the MEORC Board of Directors;
4. Consults with the MEORC Directors in the development of meeting agendas;
5. Attends Board meetings;
6. Provides vision and direction to drive quality customer service and innovation;
7. Strategic planning, implementation and monitoring for course corrections;
8. Procures and writes grants;
9. Active involvement with statewide initiatives and workgroups;
10. Maintains familiarity with current and proposed legislation/rules affecting MEORC services and supports;
11. Recommends employment of staff in accordance with the table of organization, position descriptions and program budget adopted by the MEORC Board of Directors;
12. Develops and recommends policies to MEORC Board of Directors for the efficient operation of programs and services;
13. Approve staff timesheets and leave requests;
14. Conduct Employee Development meetings with staff;
15. Performs related duties as required.

Education and/or Experience:

- A Master's degree in Business Administration, Public Administration, Education, Rehabilitation, Social Work, Law or a related field is required.
- Proven experience leading or assisting to lead a complex organization comprised of a diverse workforce with multiple disciplines and expertise.
- Knowledge and/or experience in all the following areas is strongly preferred: Ohio Department of Developmental Disabilities (ODODD) rules and regulations, Medicaid waivers, nursing, Major Unusual Incident investigation and reporting, managed care, employment law, budgeting and finance, communications/public relations, technology, and facilities management.
- Experience in an upper management position in a developmental disabilities agency or related healthcare/educational organization.
- A minimum of five years of senior leadership experience and knowledge of programs and services available to individuals with developmental disabilities is required.
- A managed care background, Medicaid experience, and/or background working for a Council of Government, County Board, or other DD affiliated organization is required.

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- Experience coordinating/leading several like-minded organizations in activities to achieve a common goal is preferred.

Supervisory Responsibilities:

- The Executive Director directly supervises a management team comprised of the Director of Financial Operations, Director of Investigative Services, and the Director of Project Management and Innovation. Under the direction of the Executive Director, each of these Directors supervises staff that provide a variety of services for the member counties.
- Leads or assists to lead a complex organization comprised of a diverse workforce with multiple disciplines and expertise.

Certificates, Licenses, and Registrations:

- Valid Ohio Driver's license with vehicle insurance and reliable transportation.

Computer and Technology:

- Computer proficient with a strong knowledge of Microsoft Office applications.

Communication Skills: (*reading, writing, or speaking*)

- Excellent communication skills are required;
- Ability to read, analyze, and interpret the complex agency documents;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to write articles using original or innovative techniques or style;
- Ability to make effective and persuasive speeches on controversial or complex topics to top management, public groups, and/or boards presentation skills;
- Ability to present articulately and confidently under all circumstances;

Problem Solving/Decision Making:

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems;
- Ability to deal with a variety of abstract and concrete variables

Working Relationships:

- Works as a team leader to assure coordinated, effective relations between MEORC staff, individuals, providers, county personnel, facilities, departments, and the MEORC governing board.

Work Environment:

- Ability and willingness to travel, at times in inclement weather.

General Expectations:

- Excellent organizational and time management skills with the ability to manage multiple priorities;
- Comply with the policies and procedures of MEORC, the State of Ohio, Federal Government and other applicable regulatory agencies in the performance of all duties;
- Model, at all times, appropriate social and moral behavior as a public service employee;

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- Speak with the public effectively and understand the operations of MEORC and its participating County Boards of Developmental Disabilities;
- Understands and practices the professional code of ethics in keeping with the confidentiality of information and materials with which he/she may come into contact;

Additional Information:

- Generally, 8 A.M. to 5 P.M. Monday through Friday, flexibility required;
- Exempt from overtime