

# Job Description – Executive Director

---

## Purpose

The Executive Director is the chief executive officer for the Austin/Travis County Sobriety Center (“Center”), providing executive leadership and representation on all matters concerning the Center. Responsible for planning, directing, managing, and reviewing all activities and operations of the Center; coordinates programs, services, and activities among the Center’s units and outside agencies; ensures the financial integrity of the organization; represents the Center’s interests; provides highly responsible and complex policy advice and administrative support to the Board of Directors. Exercises direct supervision over management, professional, and clerical staff.

## Duties, Functions and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Reports to the Board of Directors in carrying out his or her responsibilities; communicates frequently and thoroughly to ensure the Board of Directors is well informed regarding, but not limited to, the Center’s activities, financial status, and progress on metrics; facilitates compliance with the Texas Open Meetings Act.
2. Directs and manages, in collaboration with the Board of Directors, the development and implementation of Center multi-year strategic plan, goals, objectives, policies, and priorities; establishes appropriate service and staffing levels; allocates resources accordingly.
3. Monitors and evaluates the efficiency and effectiveness of Center service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change; ensures compliance with the Texas Public Information Act.
4. Represents the Center’s interests locally, state-wide and nationally; serves as primary spokesperson for the Center; explains and justifies Center programs, policies, and activities; develops and maintains strong working relationships with other mental health and substance use disorder treatment agencies/providers; develops and maintains strong working relationships with local law enforcement agencies; oversees governmental relations at local, state and national levels; promotes effective, comprehensive community relations; is responsive to media requests and develops effective media relationships.
5. Serves as liaison to regional social service organizations; develops partnerships with medical, mental health, and substance use treatment providers as well as City/County research and planning staff to analyze data from Center services to identify more effective approaches to reducing rates and impact of, substance use disorders in the community.
6. Provides highly responsible policy analysis and administrative staff assistance to the Board of Directors; prepares policy proposals for review and adoption by the Board of Directors.
7. Attends Board of Directors meetings and workshops; oversees the preparation of meeting agendas and supporting materials; presents staff recommendations; and responds to questions and direction from the Board of Directors.

8. Directs/Oversees/Monitors the development and administration of the Center's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year adjustments; and keeps the Board of Directors fully informed on matters related to the financial condition of the Center.
9. Executes and manages deeds, deeds of trust, releases, contracts and other instruments binding the Center to financial obligations; executes and manages Center programs or service contracts with third parties.
10. Facilitates fundraising initiatives; develops and implements a long-term fundraising plan for Center; identifies and secures new donors and relationships to support funding needs (e.g., foundations, corporations, government, and individuals); maintains strong relationships with past and existing funding sources through on-going stewardship activities; researches, writes, and submits grant proposals; ensures reporting compliance is met with active grants.
11. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.

## **Responsibilities - Supervisor and/or Leadership Exercised**

Responsible for the full range of supervisory activities of all personnel including selection, training, evaluation, counseling, and dismissal.

## **Knowledge, Skills, and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of modern and complex principles and practices of human services administration and organization, particularly regarding the provision of sobriety services, in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of non-profit finance, budget preparation, and administration.
- Knowledge of current social, political, and economic trends and operating problems related to public intoxication and the provision of sobriety services.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Skill in maintaining effective working relationships with employees, management staff, Board members, government officials, and diverse communities and individuals of the general public.
- Skill in the study and evaluation of procedures to determine appropriate actions.
- Skill in planning, organizing and evaluating the action of others.
- Skill in communicating, both orally and in writing.
- Ability to provide effective leadership and coordinate the activities of the Center.

- Ability to effectively administer a variety of Center programs and administrative activities.
- Ability to identify and respond to the public's and Board of Directors' issues and concerns.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to work collaboratively with a team(s).
- Ability to establish and maintain cooperative working relationships with Board of Directors, government officials, community groups, and the general public and media representatives.

### **Minimum Qualifications**

- Bachelor's degree from an accredited four-year college or university with major coursework in counseling, social work, public health, or related field.
- Ten years of progressively responsible experience that includes five years of management with direct clinical work in a substance use or mental health treatment provider, nursing, public health administration, or related experience.

### **Licenses and Certifications Required**

- None.

### **Preferred Qualifications**

- Licensed Chemical Dependency Counselor, Licensed Clinical Social Worker, or Licensed Professional Counselor.
- Extensive work in and/or knowledge of substance abuse and public health-related issues; extensive background in working with substance abuse treatment providers; extensive fundraising experience, including grant writing and management, including state and federal government grants.
- Experience in developing, implementing, and supervision of data collection and reporting methods.
- Experience in governmental relations at the local, state, and national levels.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

## **Immediate Tasks**

---

- Conduct actions to initiate, open and operate the Center, including:
  - Review, evaluate and recommend revisions to the proposed staffing and operations plan; hire and manage Center employees.
  - Review, evaluate and work with Travis County representatives to finalize facility layout.
  - Develop and implement Center policies and procedures.
  - Identify, with the Board, key performance metrics and then develop methods for data collection and reporting on those metrics.
  - Develop, implement, and oversee a communications plan for the Center.
- Serve as initial staff support for the Board of Directors meetings.
- Review, evaluate and develop with the Board of Directors the Center's Fiscal Year 2019 (beginning October 1, 2018); create a repeatable annual Center strategy and budget cycle process.
- Develop and implement, in collaboration with the Board of Directors, a multi-year strategic plan for operation of the Center.
- Develop and implement fundraising to cover the costs of outfitting the facility by cash or in-kind donations.