



Mid-Michigan Recovery Services Inc.

Program: Administrative Services

Job Title: Executive Director

Level: Professional - Masters Level Education

Reviewed/Revised: February 2019

By: R. Reynolds, Board Vice Chair

GENERAL FUNCTIONS:

The Executive Director is responsible for the overall operation of the corporation, including the control, utilization and conservation of its physical and financial assets and the recruitment and direction of its staff and for carrying out the Mission of the corporation at the direction of the Board of Directors.

DUTIES/ RESPONSIBILITIES:

- Responsible for coordination of personnel management functions, including overseeing recruitment, selection, direction, evaluation, discipline and termination and overall supervision of staff.
- Responsible for funding requests, development of grant proposals, budgets and budget amendments, submitting same to the Board of Directors for final approval.
- Responsible for assuring compliance with all required credentialing and licensing rules.
- Assures monitoring and evaluation of the organizations programs and services, including education, assessment, intensive outpatient, outpatient, sober center and residential treatment. Recommends expansion, revisions and additions to programming.
- Oversees the development and administration of the organization's annual budget. Responsible for overall financial stability of the Corporation. Communicates with the Board of Directors as to the financial status on a monthly basis or more frequently if necessary.
- Works, communicates and responds to the Board of Directors in the development of organizational policies and procedures.
- Acts as the liaison with funding sources and other key municipal, county, state and federal agencies.
- Works with the Board of Directors in development of planning documents, including short and long term organizational goals and objectives.
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- Oversees agency Continuing Quality Improvement activities and assures development and maintenance of a facility-wide CQIC Program.
- Coordinates all aspects of marketing, including public relations, and enhancing the organization's visibility in the community, with the media, with volunteer groups, and with other community organizations.
- Promotes MMRS philosophy and missions through personal attitudes, actions and behaviors.
- Demonstrates cultural competency and the ability to work with and serve a diverse group of people.
- Performs other duties as assigned by the Board of Directors.

SUPERVISORY RELATIONSHIPS:

The Executive Director is accountable to the Board of Directors.

QUALIFICATIONS:

A Master's Degree in health or public administration, behavioral sciences, or a related area, and at least five years' administrative and supervisory experience in a human service, volunteer or other public agency. Experience in the substance use disorder treatment field is highly desirable.

Employee Signature _____
Date

Add Equal opportunity employer language.

REVIEWED ANNUALLY

Position Change: ____ Yes ____ No Date: _____ Employee Signature: _____

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