

**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 on all matters relating to District business; in full charge of the affairs of the District consistent with the policies established by the Board

DUTIES AND RESPONSIBILITIES:

- Manages the day to day operations of the District
- Reports regularly to the Board of Directors and maintains a communications log
- Prepares agendas for meetings of the Board of Directors with input from Board members
- Attends meetings of the Board, furnishing information and recommendations regarding District policies and programs.
- Facilitates communication between Board members
- Administers the provisions of any applicable laws and regulations to keep the district compliant
- Receives special assignments from the Board.
- Implements the Board-adopted budget
- Attends regular meetings with community stakeholders.
- Researches grants and other potential sources of revenue to fund District priorities.
- Facilitates strategic planning for the District
- Responds to Public Records Act requests in consultation with District counsel
- Prepares and manages responses to Requests for Proposals as authorized by the Board
- Organizes and manages the District office space and District documents
- Staffs the office on an agreed schedule
- Hires additional staff as approved by the Board
- Manages any human resources functions as required for all employees

DESIRABLE SKILLS:

- Familiarity with principles and practices of organizational administration and management.
- Appreciation for an opportunity to work independently
- Communication skills, both in writing and speaking
- Ability to organize work, set priorities, meet deadlines, and follow up on assignments with minimum direction.

- Ability to research potential grants, develop a written proposal, and summarize a variety of information with statistical analysis.

DESIRED EDUCATION/EXPERIENCE:

Bachelor's Degree or equivalent experience

TO APPLY:

Submit letter of interest and resume to Board Secretary Susan Savage at ssavage@mcdh.org.

FOR MORE INFORMATION:

Contact Board Secretary Susan Savage at ssavage@mcdh.org or visit our website at www.mchcd.org .

NOTE: *As per the Americans With Disabilities Act, 42 U.S.C. § 12101 et seq, 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.*