

About Job

NOTICE OF POSITION OPENING

POSITION: Chief Executive Officer

DEPARTMENT: Administration

PURPOSE: The Chief Executive Officer manages the administrative, clinical, and fiduciary leadership of Texana Center. Collaborates with senior leaders across multiple disciplines as well as with the Board of Trustees, community partners, and state authorities to accomplish the mission of Texana Center, and bring strong representation to the State of Texas system of care.

ACCOUNTABILITY: The Chief Executive Officer is accountable to the Board of Trustees.

RELATIONSHIPS: The Chief Executive Officer shall communicate and collaborate collegially with leaders of other Designated Agencies, Texas Health and Human Services, and other state and community partners. In collaboration with the Board of Trustees, establish annual legislative priorities and testify before committees to support Texas system of care interests in legislation and funding. Public policy statements shall clearly reflect positions, approaches and policy developed in conjunction with the Board of Trustees and the senior leadership team. The Chief Executive Officer is expected to demonstrate healthy, supportive relationships with staff and others.

RESPONSIBILITIES: The Chief Executive Officer shall be the chief administrative officer of Texana Center. They shall work with the Board of Trustees, and shall provide direction, leadership and coordination for all programs encompassed by Texana Center, including but not limited to:

- Strategizes with managers to develop programs in conjunction with Division Directors and Program Managers to ensure the provision of quality services that meet the needs of the community.
- Oversees organizational structure and performance of administrative and clinical service functions ensuring continuity of care, in accordance with the statewide provider agreement requirements for designation.
- Works closely with the Chief Financial Officer to ensure the fiscal health of Texana Center, including appropriate investments, acquisitions, and development of the annual budget reflective of the Center's priorities and available funding.
- Collaborates with Center's internal management and ensures that it functions smoothly, efficiently, and that staff, peers and community members have opportunities to become involved, as appropriate, and participate in administrative, clinical and programmatic decisions.
- Oversees fixed asset portfolio/buildings to assess and recommend property renovations and purchases,
- Implements all policies and initiatives as approved by the Board of Trustees. The CEO shall submit a comprehensive Executive Report at each Board meeting. They will share

operations of various Texana Center programs at Board of Trustee's meetings to keep Trustee's current within the fiscal year of Center direction and needs.

- Assumes appropriate responsibilities with established corporate entities in which the Center is a member.
- Maintains positive, productive, professional relationships with Chief Executive officers from other designated/specialized services agencies.
- Participates within CEO consortium and Texas Council to develop strategic plans and responses related to Texas system of care, including participating on committees and providing legislative testimony when necessary.
- Attend regularly county commissioner meeting and develop relationships with all state legislators in our catchment area.
- Ensure compliance with all appropriate federal and state regulatory and legislative requirements; and regulatory guidelines and provisions of all grants received from private, local, state, and federal sources.
- Accountable to the Board of Trustees for receipt and disbursement of all funds received by Texana Center through the preparation of an annual budget with the Chief Finance Officer and a review of that budget with the Board, at least quarterly.
- Collaborates with the HR Director to review current and relevant employment and compensation laws, personnel issues, recruitment and reviewing terminations, and on-going assessments of the workforce, while championing a positive workplace culture.
- Collaborates and provides leadership with each Division Directors on division's goals, budget, funding issues, and ongoing program's needs.
- Stays apprised of state and national standards for mental health, IDD, Autism and substance use and co-occurring programming.
- Responsible for developing and coordinating a Center information/public relations program to enhance community understanding and support for its efforts in attainment of its mission and being a strong, expert voice and advocate in our field and community.

In addition, the Chief Executive Officer shall demonstrate characteristics of a successful leader such as vision, maturity, integrity, a sense of confidence, and the willingness to share them; communication skills; empathy for our staff and "followers"; intellectual vigor and the ability to recognize and encourage the attributes in the leaders serving under them.

QUALIFICATIONS:

- Bachelor's degree in human services field/Business field or completion of related mental health or business management credentials. 10 plus years in progressively responsible leadership positions in community mental health, substance use disorder treatment and/or developmental disability services, including five years of supervisory experience in an executive leadership position involving administrative and consultative responsibility or equivalent experience including direct relationships with a Board of Trustees or similar governance body.
- Ability to demonstrate authenticity, enthusiasm, flexibility, empathy within the leadership of Texana Center as well as key stakeholders of the Center to invoke trust and confidence.

EOE

Apply: www.texanacenter.com;

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Open: 1/25/2024 **Close: 2/29/24**

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