

## Chief Executive Officer Job Description

**Position:** Chief Executive Officer

**Location:** Jacksonville, Texas

**Salary/Rate:** \$133,000 - \$150,000 DOQ

### General Description

- Ensures Center compliance with relevant laws, rules, regulations, performance contracts, funding requirements, and regulatory expectations of the Texas Health and Human Services Commission (HHSC), federal agencies, local governmental entities, and other applicable oversight bodies.

### Essential Job Functions

1. Provides executive leadership, strategic direction, and operational oversight for all Center programs, including behavioral health, intellectual and developmental disability services, substance use services, crisis services, care coordination, and other approved programs.
2. Ensures the Center maintains compliance with all applicable federal, state, local, contractual, accreditation, funding, and regulatory requirements.
3. Develops, recommends, and implements long-range strategic plans in collaboration with the Board of Trustees, executive leadership, community stakeholders, and state partners.
4. Oversees fiscal stewardship of the organization, including budget development, revenue management, cost controls, grant oversight, contract compliance, and financial sustainability.
5. Promotes a culture of accountability, ethical leadership, transparency, trauma-informed care, person-centered services, and continuous quality improvement.
6. Maintains effective relationships with HHSC, local government officials, hospitals, law enforcement, schools, courts, advocacy organizations, provider networks, consumers, families, and community partners.
7. Ensures appropriate risk management; emergency preparedness, information security, privacy, and legal compliance practices are maintained across the organization.

### Strategic Leadership and Planning

The Chief Executive Officer is responsible for leading the development and implementation of the Center's strategic vision, including identifying service gaps, evaluating community needs, expanding access to care, supporting innovation, strengthening workforce capacity, and positioning the Center for long-term financial and operational stability.

## **Compliance, Quality, and Risk Management**

The Chief Executive Officer ensures the Center operates in accordance with applicable laws, rules, contracts, performance measures, privacy standards, reporting requirements, and Board policies. The CEO provides oversight on quality improvement, utilization management, incident reporting, audit readiness, corrective action planning, risk management, and compliance monitoring.

- Ensure timely and accurate submission of required reports to HHSC, funding entities, and the Board.
- Oversees implementation of corrective action plans resulting from audits, reviews, complaints, investigations, or performance deficiencies.
- Ensures services are delivered in a manner consistent with person-centered, recovery-oriented, trauma-informed, and culturally responsive practices.

## **Workforce Leadership and Organizational Culture**

The CEO promotes a professional, ethical, and collaborative work environment that supports employee engagement, retention, accountability, leadership development, and succession planning. The CEO ensures the organization maintains appropriate staffing, training, supervision, and performance management systems to meet service delivery and compliance requirements.

## **Community Relations and Advocacy**

The CEO serves as the primary public representative of the Center and advocates for the needs of individuals served, families, staff, and the community. The CEO develops and maintains effective partnerships with state agencies, local officials, hospitals, courts, law enforcement, schools, advocacy groups, managed care organizations, provider agencies, and other community stakeholders.

## **Financial and Resource Development**

The CEO is responsible for ensuring the financial integrity and sustainability of the Center by overseeing budgeting, financial forecasting, grant opportunities, contract negotiations, revenue diversification, cost management, and responsible stewardship of public funds.

## **Data, Technology, and Performance Outcomes**

The CEO ensures data is used to evaluate organizational performance, service outcomes, access to care, contract compliance, quality indicators, financial trends, and areas for improvement. The CEO supports effective use of electronic health record systems, reporting tools, and technology resources to improve operational efficiency and service delivery.

## **Additional Employment Requirements**

- Must pass all required background checks, registry checks, and employment screenings.
- Must maintain a valid Texas driver's license, reliable transportation, and insurability if travel is required.
- Must be able to travel locally and statewide as needed.
- Must maintain confidentiality and comply with HIPAA, state privacy laws, and organizational policies.
- Must demonstrate high ethical standards and avoid conflicts of interest.

## **Preferred Qualifications**

- Bachelor's degree in public administration, health care administration, business administration, counseling, social work, psychology, or related field.
- Executive-level experience in a local mental health authority, local behavioral health authority, LIDDA, nonprofit health care organization, or public-sector human services agency.
- Experience working with HHSC contracts, Medicaid-funded services, performance measures, audits, legislative processes, and community behavioral health/IDD systems.
- Experience leading organizational change, workforce development, strategic planning, and interagency collaboration.

## **Physical and Work Environment Requirements**

This position generally operates in a professional office environment and requires prolonged periods of sitting, computer use, communication by phone/email, attendance at meetings, and occasional travel. The position may require work outside normal business hours, including evening Board meetings, community events, emergency response situations, or state-level meetings.

## **Closing Statement**

The Chief Executive Officer is expected to demonstrate integrity, sound judgment, ethical leadership, fiscal responsibility, effective communication, and a commitment to the mission of the Center. The CEO must be able to balance Board direction, regulatory expectations, community needs, staff support, and responsible stewardship of public resources while ensuring quality services for individuals served.