



North Los Angeles County Regional Center

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

About the Center

The North Los Angeles County Regional Center (NLACRC) is a private, non-profit corporation that operates under contract with the State of California's Department of Developmental Services. NLACRC offers lifelong services and supports for individuals with developmental disabilities and their families. The Center is one of a network of 21 regional centers in California that serve as an entry point into the State's developmental disabilities service system. The Center serves over 26,000 children and adults with intellectual and developmental disabilities and their families living in a defined geographic area of Los Angeles County that is ethnically, culturally and economically diverse.

Job Summary

The Executive Director shall be responsible for the planning, organization, development and direction of the operations and programs of the Regional Center ("Center") in accordance with the Center's contract with the State of California's Department of Developmental Services ("DDS") and the policies established by the Board of Trustees ("Board").

The Executive Director shall be the Chief Executive Officer of the corporation and as such shall have the authority and responsibility for the day-to-day management and administration of the affairs, employees and resources of the corporation and for implementation of the policies and programs of the corporation.

The Executive Director shall employ, supervise, manage, control and discharge the employees of the corporation.

The Executive Director shall advise and counsel the Board in matters of policy and shall act as a representative for the corporation at community, local, state and national meetings.

Responsibilities

Specific responsibilities include but are not limited to:

Board Functions

1. Provides advice, counsel and information to the Board in order to assist them in setting policy and monitoring the performance of the Center. Recommends policies, programs and action plans for their approval.
2. Executes all policies and decisions of the Board.
3. Provides technical assistance to various Board committees and subcommittees; staffs or provides staffing for such committees.
4. Represents the Board and serves as principal liaison between the Board and staff, consumers, services providers, the local community, state and local governments.



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Management Functions

1. Identifies areas requiring planning; develops and recommends goals, objectives and action plans for accomplishment to the Board.
2. Identifies areas requiring policy decision, develops and recommends policy for consideration by the Board.
3. Provides for development, implementation, operation, monitoring and evaluation of programs, standards, guidelines and procedures for implementing the policies and plans adopted by the Board and for overseeing the effective administration and control of the Center.
4. Develops and formulates a budget for submissions to the Administrative Affairs Committee for review and to the Board for approval.
5. Provides for the appropriate control and accountability of all funds, physical assets and other property.
6. Provides for development, revision, negotiation, and approval of all collective bargaining agreements.

Human Resources Functions

1. Directs the development and implementation of a sound human resources system, including policy, procedures, practices, classification-compensation plan, recruitment and selection, performance appraisal system, staff development, and other human resources type activities.
2. Assumes overall responsibility for the recruitment, employment, training, supervision, evaluation, and when necessary, the termination of staff.

Community Functions

1. Acts as a liaison to other health and human services agencies, public and governmental agencies, on the local, state and federal level.
2. Speaks for the Center in the community to promote the purposes, goals and programs of the Center.
3. Seeks out and identifies input from the community on community needs.
4. Serves on State and other committees and organizations representing the Center.
5. Serves as a consultant to various voluntary and government agencies regarding the programs and services of the Center.



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Consumer Related Functions

1. Provides executive level oversight and support to staff regarding client issues, problems and advocacy.
2. Responsible for the implementation of the fair Hearing process as required by the California Welfare and Institutions Code.
3. Responsible for acting on behalf of the Director of DDS as guardian/conservator as required by the California Welfare and Institutions Code.
4. Responsible for the review and signature, if appropriate, of all Application by Refugee for Waiver of Grounds of Excludability under provisions of the Immigration and Nationality Act.
5. Responsible for the consent to medical, dental, surgical and other treatment pursuant to the California Welfare and Institutions Code.

State Government

1. Serves as principal liaison to DDS.
2. Reviews and prepares various technical, narrative and statistical reports and summaries
3. Interprets directives and directs agency personnel in accordance with such directives
4. Negotiates with DDS on matters related to Center interests.

Knowledge, Skills, Education and Experience

Knowledge

1. Thorough knowledge of a regional center's service delivery system.
2. Thorough knowledge of the principles, practices and techniques of administration, management, supervision, professional development of staff.
3. Non-profit administration to include, planning and policy development
4. Applicable laws, statutes and regulations.

Skills

1. Demonstrated ability to formulate sound programs and policies.
2. Demonstrated ability to identify problems and effectively resolve them.
3. Demonstrated ability to communicate effectively, both orally and in writing in diverse settings and on a wide variety of issues.



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4. Demonstrated ability to establish effective relationships with staff, public, Board, consumers, service providers, state and local governments and other agencies.
5. Ability to work collaboratively across the organization within a team approach in a collegial administrative structure.
6. Demonstrated ability to work effectively with culturally diverse staff and populations.
7. Ability to embrace and commit to the Center's mission, vision and values.

Required Education & Experience:

1. An advanced degree in a field of human services, health, administration or related field from an accredited university.

and
2. Substantial experience in health or social service-related field, including
 - a. A minimum of two (2) years of recent experience in a top administrative and/or executive leadership capacity.
 - b. 5 to 10 years of recent experience in a mid or senior leadership capacity.
 - c. 5 to 10 years of experience in a program requiring knowledge in the care and treatment of persons with developmental disabilities.
3. A valid California driver's license and transportation, or acceptable substitute, are required for this position.
4. This is an exempt position.

Compensation

Salary will commensurate with qualifications and experience. Excellent benefits package including retirement pension plan with California Public Employees' Retirement System (CalPERS)

To Apply

Please submit resume and cover letter with salary requirements to (please include Executive Director in the subject line):

Email: Jobs@nlacrc.org or Fax: (818) 756-6440
Resumes will be accepted through December 7, 2018