

# Texoma Community Center POSITION DESCRIPTION

## CHIEF EXECUTIVE OFFICER OF TEXOMA COMMUNITY CENTER

TCC is seeking a Chief Executive Officer meeting the qualifications listed in the Job Description. The CEO performs highly advanced (senior level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the Center's strategic plan, goals and objectives; developing policies; reviewing and approving guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Plans, assigns and supervises the work of others. Must be able to work independently with minimal supervision, know how to maximize extensive latitude for initiatives and independent judgment. Operates under trauma-informed and recovery-oriented models of care that align with Certified Community Behavioral Health Center/CCBHC standards.

To apply return a cover letter, resume & three professional references by email or mail ONLY to:

EMAIL: [ceoapplication@texomacc.org](mailto:ceoapplication@texomacc.org)

OR

MAIL: Attn: CEO Application  
902 Cottonwood  
Sherman, TX 75090

\*\*Note: Postmarked NO LATER THAN **March 17, 2023**

Must pass required background check. Salary Range: \$120K - \$130K Equivalent Annually

### **Benefits:**

Health Insurance,

Dental Insurance

Vision Insurance

Employer paid Life Insurance & Short-Term Disability

Wellness Credit

Designated Paid Holidays

Generous Paid Time Off (PTO) that begins accruing day one.

Extended Illness Leave

Retirement Plan

Payroll Direct Deposit

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### Chief Executive Officer

Join a team of dedicated service providers who promote accessibility of services that improve quality of life and support self-determination for individuals with mental and developmental disorders. Texoma Community Center (TCC) is one of thirty-nine Texas Community Centers known as governmental entities as defined by Title 7 of the *Texas Health and Safety Code*.

#### **GENERAL DESCRIPTION:**

The CEO performs highly advanced (senior level) managerial work providing direction and guidance in strategic operations and planning. Work involves establishing the Center's strategic plan, goals and objectives; developing policies; reviewing and approving guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Plans, assigns and supervises the work of others. Must be able to work independently with minimal supervision, know how to maximize extensive latitude for initiatives and independent judgment. Operates under trauma-informed and recovery-oriented models of care that align with Certified Community Behavioral Health Center/CCBHC standards.

#### **POSITION OVERVIEW:**

The CEO is employed by and accountable to the Board of Trustees for the overall operation of the Texoma Community Center. The CEO is responsible for the implementation of Board policy, program and administrative operations and the execution of proper fiscal growth and accountability. The CEO must work with continuously changing local and state governments and government personnel, citizens, advocacy groups, funding and regulatory agencies, and other human service provider organizations. The CEO is directly responsible for all personnel administration of Center staff and is indirectly accountable for all Center employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administers and manages a large, complex operating budget that includes grant writing, grant management, as well as contract and statutory compliance.
- Directs program area(s) and activities, developing and implementing evaluation techniques and revising as needed.
- Develops, establishes, and implements goals and objectives that are consistent with and support overall agency strategies.
- Plans, develops and approves schedules, priorities, and standards for evaluating activities and achieving goals.
- Provides direction, guidance, and assistance in program area(s).
- Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, seminars and/or on boards, panels and committees.
- Reviews and approves management, productivity, and financial reports and studies.
- Reviews guidelines, procedures, rules and regulations, and monitors compliance.
- Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Plans, develops, implements, coordinates, monitors, and evaluates policies and procedures, ensuring adherence to approved documents.
- Provides stewardship/leadership skills with strategic and visionary planning to include, but not limited to, budget development and succession planning.

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- Understands the needs of the mental health, IDD, substance abuse service systems in Texas and effectively implements programs to meet those needs.
- Communicates, negotiates, and collaborates with various audiences and stakeholders.
- Demonstrates strong leadership ability with competent conflict resolution skills as required.
- Works effectively with other community resources, agencies, political entities, and the public.
- Handles a variety of human-relations issues involving staff, individuals, parents, providers, and staff of state agencies and managed care organizations.
- Demonstrates ability to increase collaboration, facilitate professional development, and build job skills in supervision and guidance of reporting staff and meet with colleagues on a scheduled basis.
- Demonstrates high ethical standards, trustworthiness and personal integrity.
- Successfully completes training required to maintain skill, competency, and cross-training to ensure consistency across program procedures. Completes continuing education as required by professional standards and the Center.

### **GENERAL QUALIFICATIONS:**

#### **Experience/Education/Licensing/Certification**

A Master of Business, Science or Arts from an accredited college or university with significant business and management experience, with healthcare-related work experience preferred. Primary consideration given to degrees in the area of business administration, psychology, social work, nursing, rehabilitation, public health, public administration, healthcare administration or other healthcare/human service endeavors. Candidate should have at least eight years of management experience and five years of proven upper level management experience in an organization that employs at least 100 staff or a healthcare system of similar size or larger. Must demonstrate competence in contracting, billing, grants management, and human resource management. Professional experience with or within the Texas social services arena advantageous.

### **EXPECTATIONS:**

#### **Competence/knowledge/skills/abilities**

- Maintain broad-based familiarity with Center programs, projects, plans. and policies and consistently demonstrate high-level supervisory and leadership skills to ensure continuity and quality of effective functioning of the Center.
- Possess knowledge of the essentials of Managed Care operations and its application to Center.
- Understand the immediate and on-going needs of Behavioral Health and IDD programs.
- Demonstrate understanding of the legislative system, especially the Texas system.
- Remain focused and detail-oriented under high level of stress.

#### **Relationship Skills**

- Communicate effectively verbally and in writing.
- Align work behavior to be compatible with Center values and mission statements as well as Policies and Procedures Manual
- Contribute to an environment of problem solving, trust, conflict resolution, productivity and customer service.
- Problem-solve in a collaborative manner with key staff and stakeholders to achieve a positive outcome in consumer services, workflow patterns, staff roles and responsibilities, and analysis of relevant data.

#### **Leadership Skills**

- Lead and maintain a professional work environment.

# **Texoma Community Center**

## **POSITION DESCRIPTION**

- Lead conflict-resolution efforts among stakeholders.
- Work effectively with other community resources, agencies, political entities and civic groups.
- Perform tasks effectively and efficiently.
- Present a professional appearance and conduct when representing the Center.
- Demonstrate commitment to strong principled/moral/ethical standards.