

**REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION
(EXECUTIVE)**

POSITION DESCRIPTION

TITLE: Executive Director

THE ORGANIZATION: Regional Center of the East Bay, one of twenty-one regional centers located throughout California, is a private non-profit agency serving the needs of children and adults with developmental disabilities. Regional centers serve as the point of entry into the State's developmental service delivery system and provide life-long services and supports to individuals with developmental disabilities and their families.

With a contract of over \$400 million with the State of California, Department of Developmental Services, Regional Center of the East Bay serves approximately 19,000 individuals in Alameda and Contra Costa Counties. The regional center's main office is located in San Leandro with one satellite office in Concord.

Regional Center of the East Bay provides an array of services to persons with developmental disabilities and an at risk population, which include intake and assessment, determination of eligibility, diagnostic evaluations, and the development of an individual program plan based on each person's individual abilities and needs. Regional Center staff assist each individual in obtaining services either through referral or the purchase of a service. Services may include community living arrangements, education, vocational support, medical or dental care, mobility and the use of transportation, physical therapy or other supportive services, to name a few. In addition, prevention and early intervention staff provide information and services to families at risk of having children with developmental disabilities or to families who have given birth to a child with special needs.

Regional Center of the East Bay is committed to providing services for individuals with developmental disabilities "leading to the most fulfilling quality of life" and enabling each individual the opportunity to succeed to the maximum of his or her ability.

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RESPONSIBILITIES: The Executive Director is accountable to the 15-17 member Board of Directors through the Board President and is expected to maintain a strong relationship with the Board and its various working committees. The Board is primarily composed of individuals with developmental disabilities and family members and is representative of the diversity of the community that we serve.

The successful candidate will provide overall leadership for the Regional Center within the framework of existing legislation, state regulations, state contracts, policies and goals established by the Board of Directors. There are over 400 employees at RCEB who are managed through six direct reports: the Director of Budget and Finance, the Director of Consumer Services, the Director of Health & Behavioral Services, the Director of Community Services, the Director of Human Resources, and the Director of Community Placement and Sonoma Developmental Center Closure Plans. The Executive Director will be expected to lead/develop a strong management team with a customer service orientation. He/She will work closely with staff to develop new and refine existing programs in response to consumer and community needs.

The Executive Director has responsibility for monitoring and managing an operating budget of approximately \$400 million, financed by allocations from the State of California general fund and federal reimbursements.

Additional responsibilities include the following:

- Develops long and short range goals for the performance of high quality services for persons with developmental disabilities and their families in Alameda and Contra Costa Counties through the auspices of the RCEB.
- Coordinates, monitors and orchestrates intra-agency activities.
- Provides for continuing development of staff skills and knowledge by creating mechanisms for inservice education and training.
- Promotes clear, efficient and timely communication channels among all levels of staff throughout the organization.
- Actively participates and attends all local, regional and statewide functions that are important in serving individuals with developmental disabilities and their families.

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- Establishes and maintains effective personal and working relationships with representatives of governmental agencies, educational institutions, state and local health and welfare agencies, news media, voluntary health and welfare agencies, civic organizations, and professional societies.
- Maintains excellent communication and collaborative working relationships with the California Department of Developmental Services, other regional centers, Area Boards, the Developmental Disability Coordinating Councils, providers of RCEB services, and with the numerous advisory committees operating under the structure of the RCEB.
- Coordinate and supervise the conduct of negotiations between the collective bargaining unit and management. Assure that the existing contract is executed in good faith.

TRAITS AND CHARACTERISTICS:

The Executive Director must be diplomatic and decisive but cognizant of the ramifications of decisions and sensitive to the process of building consensus. He/She should be able to create harmonious relationships and develop good rapport and excellent interpersonal relationships, both internally and externally. The individual should also be an accomplished speaker/presenter, have strong community building skills and be a compassionate but strong leader as well as a person of vision. In addition, he/she will be a good listener, mature and flexible. Knowledge of community and governmental relations, experience working with volunteers and volunteer boards and effective media and public relations skills are essential. He/She must have exceptional written and verbal communication skills and be politically astute, good at setting priorities, and have the ability to deal with multiple tasks and functions simultaneously. The person in this position must have high ethical standards and be very self-motivated. Ingenuity, compassion, dedication, enthusiasm, and energy are key attributes. The Executive Director will have strong leadership and organizational skills, success at Board recruitment and development, and will understand the importance of leveraging his/her strengths by delegating to staff. He/She will be a pro-active leader. Above all, the Executive Director will be committed to serving persons with developmental disabilities and their families and will be capable of developing or possess an emotional investment in the mission and focus of the RCEB.

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An excellent knowledge of budgets and overall financial management is critical. The successful candidate will have strong administrative, financial and organizational skills. He/She will be expected to analyze current practices and implement new procedures that conserve time and money and better service the needs of the consumers and their families.

KNOWLEDGE & SKILL ABILITIES

The Executive Director will have demonstrated the leadership ability to lead a large highly complex non-profit organization chartered in California state law and highly regulated. The Executive Director must have demonstrated knowledge and mastery of statutory, legal, regulatory and contractual requirements related to the regional center and its large network of community service providers. This individual will possess knowledge and mastery of principles and methods of organization, management and financial management including budget development and management of complex multi-million dollar budgets and possess demonstrated knowledge and mastery of human resources laws and regulations, policy and procedure oversight. The Executive Director must have the knowledge and ability to lead and motivate a large diverse multi-disciplinary staff in accomplishing complex work which is a hallmark of the regional center and a thorough knowledge of the field developmental disabilities, its issues and challenges.

EDUCATION AND EXPERIENCE

The Executive Director will have a master's degree or higher in a relevant field, including but not limited to health, human services, business or public administration from an accredited school. At least ten (10) years of increasingly responsible and relevant experience in higher level management or executive positions in health or disability services at least 5 of which are in the field of developmental disabilities with California regional center experience highly preferred; or a bachelor's degree in human services, health, business or public administration or a related field with many years of relevant experience in the California Regional Center System.

The Executive Director must have demonstrated involvement in planning, policy development, program administration, staff supervision, budgetary development and fiscal management as well as experience in a complex organization with an ethnically and culturally diverse staff in a fast paced environment. Experience interfacing with a board of directors and its committees. Demonstrated experience working with professionals in medicine, nursing, allied health and social work on complex and sensitive client related matters. Experience working in an organization funded by state and federal funding with myriad legal, regulatory and contractual requirements as well as a thorough knowledge of California state politics, legislation and procedures.

COMPENSATION

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

Resumes will be accepted through February 28, 2017

TO APPLY

Please submit resume and cover letter with salary requirement to:

Regional Center of the East Bay
Terri Jones / Director, Human Resources
500 Davis Street, Suite #100
San Leandro, CA 94577

Email: tjones@rceb.org or Fax: 510-618-7761