

SOUNDVIEW ASSOCIATION

JOB DESCRIPTION

POSITION TITLE: **Executive Director**

CLASSIFICATION: 1 FTE

QUALIFICATIONS: Knowledge of business procedures
Knowledge of federal/state/local accounting procedures
Effective interpersonal relationships
Ability to organize and prioritize
Commitment to agency goals
College Degree
Experience securing and managing sources of funding and contracts
Ability to represent agency to the public

RESPONSIBILITIES:

Administration

Oversee management of resident accounts, submit annual SSI reports as needed
Monitor compliance with federal/state/local guidelines
Maintain accountability to other relevant agencies
Procure contracts for service; monitor performance
Oversee purchase of supplies and equipment, maintain depreciation records
Ensure that staff scheduling meets contractual parameters
Negotiate DDD contract and submit supplemental funding requests as needed
Monitor maintenance of homes, property and vehicles
Arrange for and oversee appropriate agency subcontracted services
Contract for necessary agency insurance
Be an advocate for the agency to the public, public speaking presentations as needed
Represent agency in relevant state, local and agency meetings
Represent agency at biannual certification evaluation
Maintain all corporation licenses and certifications

Board Support

Protect Board with Directors and Officers liability insurance
Maintain accountability to Board of Directors
Mail meeting agenda, minutes and status reports one week prior to board meetings
Attend regular Board meetings and committee meetings as requested
Comply with all Board policies - recommend policy changes as needed for effective agency operation
Assume responsibility requested by Board as appropriate
Conduct all projects - specific correspondence
Serve as liaison between Board and staff
Assist in recruitment, orientation and education of Board members

Programs for Residents

Secure, negotiate, and monitor contracts with outside providers
Arrange placement in outside programs in cooperation with Program Managers
In cooperation with management team, monitor quality of resident supports
Submit client allowance and client add-on requests to DDD as needed
Along with management team, review and mediate client complaints with families and residents
As part of interdisciplinary team, evaluate, admission and dismissal of residents
Attend program staff meetings

Personnel

- Develop staff personnel policies and practices to meet state and federal law and policy
- Maintain confidential personnel files as per WAC requirement
- Ensure that all staff have necessary and current certifications, trainings and qualifications
- Review staff performance evaluations
- Conduct Program Manager performance evaluations
- In cooperation with Program Managers, conduct Program Coordinator evaluations
- In accordance with Labor and Industries and Federal labor law, implement workplace safety practices
- Process and maintain all record of Labor and Industries claims
- Submit all required state and federal employer reports (941, L&I, Employment Security.)
- Develop and provide comprehensive employee benefit program
- Implement discipline procedures and mediate grievances
- Provide RIGHT RESPONSE staff training and certification (maintain trainer credentials)
- Provide Blood Borne Pathogens staff training

Finance

- Monitor government funds and contracts
- Provide for necessary reporting
 - Quarterly reports and taxes to state and federal government
 - Yearly 990's to IRS
 - Quarterly financial report to Board of Directors
 - Funder reports to USDA, Housing Finance Commission, & Cost Report to DSHS
 - Department of Revenue property tax exemption report
 - Monthly food stamp EBT program report
 - Annual corporation report to Secretary of State
 - Charitable solicitations registration
- Prepare annual budget for board review and approval
- Maintain reserve accounts as per contract with USDA
- Maintain all agency checking and savings accounts, doing monthly reconciliations
- Oversee Program Manager record keeping for group home client accounts
- Make necessary disbursements
- Carry out payroll functions and keep all payroll records

Executive Director

Date

Revised 8/28/09