



**EXECUTIVE DIRECTOR
Job Announcement
September 2, 2016**

In-Home Supportive Services Public Authority of Marin (IHSS PA) is seeking an inspirational and dynamic leader with strong management skills and demonstrated compassion for the community and clients the organization serves to become the next Executive Director (ED).

IHSS PA of Marin is a vital resource for in-home care serving low income older adults and people with disabilities who qualify for in-home support services in order to remain safely in their homes with dignity and independence.

IHSS PA of Marin is a public entity separate and distinct from the County of Marin which is overseen by a Governing Board of 11 members (maximum), a majority of whom are IHSS recipients. The County of Marin Aging and Adult Services Division administers the IHSS program. The Public Authority works in collaboration with the County to serve IHSS consumers and also serves as a community forum through which IHSS clients, IHSS providers, and other stakeholders provide input and make decisions on service delivery issues.

Role of Public Authority:

- Recruit, screen, train and refer qualified providers
- Help consumers find qualified in-home care
- Work with consumers on best practices for hiring, supervising, and maintaining positive relationships with providers
- Mediate problems and disputes between consumers and providers
- Administer provider health and dental benefits
- Serve as an employer of record for IHSS providers for the purposes of collective bargaining for wages and benefits
- Advocate for consumers and providers on state and local levels

POSITION OVERVIEW

Under the policy direction of the In-Home Supportive Services (IHSS) Public Authority of Marin Governing Board, the Executive Director (ED) is responsible for ensuring that the agency fulfills its core mission:

To empower In-Home Supportive Services consumers, in partnership with providers, to preserve their right to live at home with independence, respect, and dignity.

The ED is a full time, exempt, hands-on management position reporting directly to the IHSS-PA of Marin Governing Board. The ED works with the Governing Board (GB), IHSS PA staff, Marin County Health and Human Services and strategic partners as well as other county and state-wide organizations. The ED acts as an ambassador to the community and leads the organization in implementing strategic plans and goals.

The ED is responsible for the overall management of IHSS PA of Marin including management of personnel, leading strategic planning, community outreach and public relations, fiscal and legal oversight and compliance, budgeting, program development, operations, evaluation and refinement of services, and Governing Board development.

RESPONSIBILITIES

Leadership

- Provide inspirational leadership to staff, Board, IHSS PA of Marin stakeholders and community.
- Work with Board, Committees and staff to develop, gain approval, implement and maintain a written strategic multi-year plan.
- Provide management, leadership and human resource support to staff. Ensure highest quality of service and attainment of program goals and priorities.
- Work with all relevant parties as needed to develop, document, and implement internal policies and procedures. Responsible for strengthening IHSS PA of Marin infrastructure.
- Serve as IHSS PA of Marin spokesperson and representative with consensus and direction of the Governing Board. Actively engage in public relations and media communications.
- Initiate, develop and/or maintain cooperative working relationships with local, county, state IHSS and social services organizations, local non-profit organizations and agencies, businesses, elected officials and others who can support the IHSS PA of Marin mission.
- Participate actively in the functions of California Association of Public Authorities (CAPA).
- Facilitate positive and effective working relationships. Ensure outstanding internal communication among and between the Board, staff and all organizational stakeholders.

Programs and Advocacy

- Work with the Governing Board and staff to maximize outreach and advocacy efforts. Meet with stakeholders and public officials as necessary to acquaint them with the IHSS PA of Marin program.
- Represent IHSS PA of Marin in the community creating opportunities for partnerships, ensuring visibility of the organization and its programs.
- Work with the Governing Board and staff in strategic oversight of all publicity and communications efforts.
- Work with staff to ensure that Marin county IHSS consumers obtain high quality, compassionate care and service from the organization.
- Monitor State of California legislation that would impact the IHSS program or Authority.
- Aid dialogue and exchange of ideas to assure that programs are aligned with mission and vision.

Finance/Operations/Human Resources

- Develop annual operating budget, ensure proper fiscal accounting and controls in accordance with sound accounting practices. Ensure proper fiscal controls in cooperation with Marin County Health and Human Services. Maintain fiscal solvency overall.

- Ensure established human resources policies are adhered to in all state and federal employment practices. Implement practices that provide for staff development to upgrade employees' skills and motivate performance. Work as needed to effectively resolve employee relations issues.
- Manage communications, bargaining, and negotiations with SEIU 2015, the Union that represents IHSS providers.
- Lead and manage staff including recruitment, hiring, training and supervision, retention, evaluation, and termination.

Board Governance

- Ensure that the Governing Board operates within the Brown Act in its business activities, agendas, record keeping and public notification.
- Manage the recruitment, development and retention of a strong, active and involved Governing Board, working in partnership with the Board Development Chair and with the BOS clerk's office.
- Ensure open communication regarding the evaluation of financial, programmatic, and impact performance against stated milestones and goals. Provide timely information and reports to Board.
- Provide orientation to all new members. Work with Board Chair to ensure Board is actively involved in planning, advocacy, outreach activities and other matters as necessary. Provide timely information and reports to Board.
- Provide staff support to the Governing Board in the development of specific objectives and policies designed to promote the core mission and fulfill the Authority's mandates.

QUALIFICATIONS

Specific experiences, characteristics and skills include:

- Highest degree of professionalism and integrity.
- Passion for the field and understanding of in-home support services; commitment to the mission of the IHSS PA of Marin.
- Experience motivating and bringing people together toward a common vision or goal.
- Experience with government contracts and committees.
- Experience with labor relations and union negotiations
- Demonstrated financial and operational acumen.
- Proven ability to forge strong relationships and effectively promote an organization's value to diverse constituents.
- Excellent documented written and oral communication skills with diverse groups.
- Ability to build, manage, and lead an exceptional team; experience providing support and mentoring while effectively delegating and sharing authority and responsibility.
- Experience working with a board of directors or other governing body.
- Experience with disabled and/or homeless and elderly populations.

SALARY

Compensation will be commensurate with experience. This is a full-time exempt position.

To be considered as an applicant:

Email PDF Resume and Cover Letter in confidence to: cvnlsearch@cvnl.org

Include in the Subject line: "IHSS PA of Marin ED Search"

*Applications without a separate cover letter will not be considered. Cover letters and resumes must be submitted in Word or PDF formats (no email cover letters please); documents must be submitted online.

No phone calls please.

IHSS PA of Marin is an equal opportunity employer and makes employment decisions on the basis of qualifications. IHSS PA of Marin policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.