



Planning District One Behavioral Health Services

Job Description

Position Title: Executive Director Supervisor: Planning District One Behavioral Health Services Board of Directors	Primary Location: Planning District One Behavioral Health Services 1941 Park Avenue S.W. Norton, VA 24219
Pay Grade: Not Applicable	FLSA Status: Exempt
Effective Date:	Review Date: Two years after effective date.
	Latest revision: January 1, 2026

General Description:

Planning District One Behavioral Health Services (CSB) serves as the single point of entry into publicly funded mental health, developmental, and substance use disorder services for Lee, Wise, Scott County, and the City of Norton. The executive director is employed by and serves at the pleasure of the CSB Board of Directors (Board) under an annually renewable contract that contains mutually agreed-upon performance objectives and evaluation criteria. The executive director is directly accountable and responsible to the Board for providing leadership and overall oversight of CSB operations. Planning District One Behavioral Health Services has elected to contract for direct services and utilizes an RFP process to establish a contract. Planning District One Behavioral Health Services maintains direct oversight with contract agency for program and service delivery management; strategic planning; financial management; human resource management; physical plant operations; information system operations; compliance with applicable federal, state, and local statutes, regulations, and policies; quality improvement and risk management. The executive director provides support and assistance to the Board; and interface with state and local governments and advocacy groups. The Board has granted authority to the executive director to establish standard operating procedures concerning the oversight delivery of services and the operation of CSB facilities.

Residency Requirement: The Executive Director must maintain a fixed, permanent, primary residence within the PD1BHS service area during their tenure.

Position Responsibilities

The incumbent shall fulfill the following duties and responsibilities.

A. Board Governance

1. Participate with the Board in developing and communicating the CSB's vision and mission statements.
2. Work with the Board Chairperson and Executive Committee to enable the Board, its committees, and individual board members to fulfill the Board's governance functions.

Provide information to and solicit information from Board members in order to facilitate the accomplishment of their responsibilities.

3. Meet with the Board at its regularly scheduled and special meetings, provide Board members with regular reports about CSB programs and services, and send informational packets to Board members at least one week before each regularly scheduled Board meeting.
4. Prepare for Board approval a written annual fiscal year report of services provided, individuals who received services, and revenues and expenses.
5. Provide training and development activities for the Board including conducting an orientation of new members and making additional training available as appropriate.
6. Develop a yearly work plan including goals and objectives for programs and services and administration for the approval of the Board.
7. Serve as the chief staff person for the Board and its member

B. Leadership, Management, and Services Development and Delivery

1. Provide overall leadership and oversight to the contract agency for mental health, developmental, and substance use disorder programs and services. Provide management for administrative and day-to-day operations of the CSB.
2. Coordinate with the contract agency to implement a continuous quality improvement process throughout CSB programs and services to promote delivery of high-quality services and to manage and ameliorate risks.
3. Provide reports to the Board that track program performance and outcomes and monitor ongoing programs and services for proper administration and effective use of resources.
4. Direct the modification or development of programs and services in response to identified needs and priorities established by the Board.
5. Ensure development and maintenance of a management information system that produces consistent and accurate data and information about services, individuals receiving services, and income and expenditures.
6. Ensure agency policies and procedures are current and consistent with legal requirements and the CSB's vision and mission statements and goals and objectives.
7. Adhere to the CSB's policies and procedures and expectations in the CSB's Code of Ethics; ensure the CSB is in compliance with all licensing, human rights, and other state and federal laws, regulations, and policies and satisfies requirements in its performance contract with the Department of Behavioral Health and Developmental Services (Department); and ensure interagency agreements are current and reviewed as required by the Code of Virginia.
8. Oversee the human rights system for the CSB and respond appropriately to complaints from individuals receiving services or their families.
9. Direct the implementation of federal, state, local, and Board policies and contracts.
10. Participate in local, regional, state, and national associations and professional activities related to planning, development, delivery, and coordination of mental health, developmental and substance use disorder services.

11. Act as the CSB's chief liaison with elected and appointed state and local government officials, and participate in various planning, coordinating, and advocacy activities at state, regional, and local levels.
12. Ensure that the CSB has representatives on various community teams and boards to ensure collaboration and coordination on behalf of individuals receiving services and their families.
13. Perform other duties as assigned by the Board.

C. Financial Resources Management

1. Provide fiscal and budgetary integrity and accountability to the Board through a system of reports regularly submitted to the Board, local and state governments, and other funding sources.
2. Ensure preparation and presentation of an annual operating budget for the provision of mental health, developmental, and substance use disorder services to the Board and local governments.
3. Ensure timely submission of an annual performance contract to local governments and the Department.
4. Monitor program expenditures through periodic revenue and expenditure reports.
5. Assure submission of appropriate financial statements and reports to the Department and local governments and maintenance of fiscal records in accordance with regulatory standards and Generally Accepted Accounting Principles.
6. Provide fiscal, budgetary, and programmatic accountability by monitoring revenues and adjusting expenditures to manage the CSB's budget.
7. Manage grants, assets, and CSB financial resources in accordance with Generally Accepted Accounting Principles.
8. Ensure the contract agencies reimbursement system is consistent and negotiate contracts with responsible third-party payors consistent with the statutory mandate for the CSB to maximize the collection of fees for services.

D. Human Resources Management (Personnel) Operations

1. Serve as the chief personnel officer and hiring authority for all CSB employees.
2. Establish and maintain a public sector human resources and healthcare workforce management and development system.
3. Employ staff as necessary to support programs, services, and CSB operations following budgetary and personnel policies established by the Board.
4. Develop and monitor CSB human resources management policies and recommend revisions as necessary for approval by the Board.
5. Support staff professional development through assessment of staff training needs and provision of or support for staff training opportunities.
6. Respond to employee grievances and other staff issues that reach the executive director level.

E. Community and Public Relations

1. Enhance public awareness of and support for the CSB's mental health, developmental, and substance use disorder services.
2. Serve as the public relations officer for the CSB by providing an effective public information program for the Board and its services; serving as liaison for media and public information; and assuring the maintenance of up-to-date public relations information describing CSB services.
3. Maintain relationships with contractual agency directors, local human service directors, local government executives, legislators, and other local, state, and federal agencies and their staff as necessary to accomplish the requirements of the position.
4. Collaborate and consult with other behavioral healthcare organizations in the community, other community services boards, and other agencies to heighten visibility, influence, and public relations at local, state and federal levels.
5. Develop and maintain communication channels between the CSB and appropriate local, state, and federal agencies by:
 - appearing before local governing bodies to provide information regarding the CSB's programs and budget,
 - meeting with the city managers and county administrators as necessary,
 - meeting with state community services administrators as necessary,
 - communicating with state agency staff as needed, and
 - attending meetings and participating in the Virginia Association of Community Services Boards.
6. Residency Requirement: Due to the nature of the position, the executive director is expected to reside in the CSB's service area.

Position Qualifications and Requirements

Education and Experience Requirements

Education: An undergraduate degree from an accredited college or university in social work, psychology, rehabilitation counseling, or another human services-related field or in business, public, hospital, healthcare administration or another management-related field is required, a master's degree and licensed in social work, psychology, or counseling is preferred.

Experience: The minimum experience needed to fulfill the executive director's responsibilities includes:

1. Considerable (e.g., six - 10 years) experience in leading public or private organizations with functions and responsibilities that are similar or comparable to a CSB, including experience at smaller similar or comparable organizations or smaller units in larger organizations.
2. Some (e.g., two - five years) experience in reporting directly to a board of directors or other governing body structure that has policy, operational, and fiduciary authority and responsibilities or to the person who reports to the board of directors; and
3. Some (e.g., two - five years) experience in working with a broad range of constituents, including individuals receiving services, family members, and advocacy groups in the

mental health, developmental, or substance use disorder services or a similar or related human services field.

4. Considerable knowledge of the principles and practices of human services and health services administration, business administration, or government program administration, human resources management, information technology, and financial management, including budgeting, resource allocation, monitoring, and auditing is required.
5. Extensive knowledge and experience of mental health, developmental, and substance use disorder programs and services delivery is required.
6. Experience in data analysis and the ability to use data to advise the PD-1 Board of Directors with knowledge-based guidance for its decisions on services area needs. This is to include service alignments based on local data and service needs, the Department of Behavioral Health and Developmental Disabilities Strategic Plans, and the Commonwealth of Virginia Strategic Service Plans and Requirements.

Experience: The preferred experience includes:

1. Extensive (e.g., more than 5 years) experience in leading public or private organizations with functions and responsibilities that are similar to this CSB and are comparable in size (budget and staff) and complexity; Or sizable units within an organization.
2. Experience in reporting directly to a board of directors composed of citizen members that has policy, operational, and fiduciary authority and responsibilities and hires its executive director who serves at the pleasure of the board;
3. Some experience in implementing high performance organization or similar organizational leadership development approaches; and
4. Some experience with applying the concepts of recovery, empowerment, self-determination, or person-centered planning in mental health, developmental, or substance use disorder services.

Required Knowledge, Skills and Abilities: The incumbent will possess the following demonstrated knowledge, skills, and abilities to fulfill the executive director's responsibilities.

1. Considerable knowledge of the principles and practices of human services administration, business administration, or government program administration and of human resources management and financial management, including budgeting, resource allocation, contract management, monitoring, and auditing is required.
2. Some knowledge of mental health, developmental, and substance abuse programs and services is required, and considerable knowledge of these programs and services and ability to provide clinical or programmatic oversight is preferred.
3. Some knowledge of healthcare financing, contracting, and administration is required, and considerable knowledge of healthcare financing, contracting, and administration is preferred.
4. Some knowledge of planning, evaluation, and quality improvement methodologies and human rights requirements and issues is required, and considerable knowledge of planning, evaluation, and quality improvement methodologies and human rights requirements and issues is preferred.

5. Some knowledge of the concepts of recovery, self-determination, or person-centered planning as they relate to mental health, developmental, or substance use disorder services and the provision of services to individuals with co-occurring disorders is preferred.
6. Skill in formulating policies, developing and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budget requests, and conducting effective community and public relations is required.
7. Ability to provide effective leadership, inspiring others by example to achieve the mission and vision of the CSB, supervise and elicit superior performance from senior managers and administrators, and maintain high levels of employee engagement within the agency is required.
8. Ability to plan and implement services and related procedures and evaluate their effectiveness is required.
9. Ability to interpret, communicate, and administer current federal and state laws, regulations, and policies that apply to the mental health, developmental, and substance use disorder services is required.
10. Ability to effectively work with other healthcare providers and leaders within the local healthcare system is required, and ability to integrate CSB services and partner with other healthcare providers to plan and deliver desired treatment outcomes and results for individuals receiving CSB services is preferred.
11. Ability to communicate persuasively and concisely, orally, in writing, and electronically, with a broad range of individuals, groups, and organizations and develop and maintain collaborative and supportive relationships with federal, state, and local government officials, individuals receiving services and family members, and advocacy groups is required.

Other Information

Work Equipment: Telephone, PC, and word processing and spreadsheet software.

Work Environment: General office environment with normal lighting levels, temperature, air quality, ventilation, and noise levels.

Work Hazards: Standard hazards associated with a human services office environment.

Work Schedule: Monday through Friday, regular office hours; additional hours as needed.

HIPAA Access Level 1: Complete access to protected health information (PHI), limited to the minimum necessary, to fulfill CSB management responsibilities (e.g., management of risk, quality, accountability, compliance, and programs/services). Staff at Level 1 are allowed to seek out PHI about individuals receiving services as necessary to perform their assigned duties but are expected to exercise due precautions to limit exposure to any PHI which is outside the scope of their need to know. Utilization of information will be in accordance with HIPAA regulations regarding use, limitations, requests for, and disclosure of PHI.

Departmental Orientation Requirement: The incoming Executive Director shall make his or herself available, along with other leadership staff including the Chief Financial Officer, to participate in essential training activities.

Positions Supervised: The incumbent directly supervises the following positions:

Financial Officer
Business Manager
Quality Assurance and HR Manager
Other: As Determined by Executive Director

My signature below as the Board Chairperson indicates I have reviewed this position description with the Executive Director on the date entered. My signature below as the Executive Director indicates that I have reviewed this position description with the Board Chairperson on the date entered; understand the responsibilities in it; affirm that I meet the education, experience, and knowledge, skill, and ability requirements in it; and have received a copy of the description. The Board Chairperson and I must negotiate any substantive changes in the responsibilities of this position, and the changes shall be reflected in an amendment of this position description and my employment contract.

Executive Director's Signature

Date

Executive Director's Name

Board Chairperson's Signature

Date

Board Chairperson's Name