



JOB DESCRIPTION FORM

JOB TITLE: Chief Operating Officer

SUMMARY

This is an extraordinary career opportunity for a **Chief Operating Officer** to join an innovative, community-based behavioral health and developmental disabilities services organization located in metropolitan Atlanta, GA, the cultural hub of the South. The DeKalb CSB is a public, not-for-profit organization with an annual budget of \$35M and a diverse workforce of 500+ direct-care and support staff. We strive to provide the highest quality, evidence-based services in the least restrictive settings.

The DeKalb CSB believes this is a great opportunity for an individual who truly wants to make a difference in people's lives. This person will provide internal leadership that enables excellent care is delivered within a measurable, cost-effective, and outcomes-based framework. This position is an integral part of the agency's executive leadership team and reports directly to the Chief Executive Officer with appropriate latitude for utilizing seasoned judgment to accomplish responsibilities. In addition, this position will guide the activities of the following administrative functions: Information Technology, Data Engineering, Risk Management, Corporate Compliance, Quality Improvement, Contracts, Document Management, Facilities Management, and Practice Management.

The "Ideal" candidate will possess the following qualities and experiences:

- A passion for the mission of community-based mental health and developmental disability services.
- A minimum of five (5) years leadership experience managing teams of individuals in complex, multi-site behavioral health organizations.
- A graduate degree in public health or business administration, social work or social sciences.
- A successful track record of working collaboratively with senior management teams, direct-service and support staff, payers, community partners, external monitors and external policymakers.
- The ability to think strategically while effectively managing multiple activities on a day-to-day basis
- A strong business acumen with a balanced commitment to quality services
- Be an excellent communicator, decisive & flexible manager with an ability to cultivate entrepreneurialism.

The DeKalb CSB is seeking a leader, someone who has the passion, commitment, talent, and the ability to work collaboratively to advance the mission and vision of the organization. We offer a generous benefits package including a 401(k).



RESPONSIBILITIES:

- Assists staff with the implementation of departmental goals, policies, procedures, and reporting tools through effective use of quality, performance, and financial metrics.
- Directs internal operations to achieve budgeted results and other financial criteria,
- Promotes a team approach to delivering high quality, cost-efficient care where client satisfaction and improved outcomes are the primary goals.
- Implements effective tools to improve operational efficiency and control costs.
- Leads the performance management process that measures and evaluates progress against goals for the organization.
- Participates in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives. Recommends their adoption to the Chief Executive Officer.
- Develops and establishes operating policies consistent with the CEO's overall policies and objectives and ensures their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically and reports these results to the CEO.
- Establishes policies to ensure adequate management development and to provide for capable management succession for those functions/business units falling under his/her responsibility.
- Ensures that the interests and welfare of employees and clients preserved and protected.
- Analyzes the current information technology infrastructure and scopes out the next level of information technology and financial systems that support the growth of specific programs and the organization overall.
- Ensures that all activities and operations are performed in compliance with local, state, and federal regulations and laws governing business operations.
- Ensure day-to-day operations of the Agency are effectively and efficiently coordinated, implemented, and conducted within the company values. Establish and promote a rapport in and among departments to promote interdisciplinary decision-making in daily operations.
- Collaborate with the Leadership Team to formulate strategies and create new approaches in adverse situations; develops strategies into operational actions.
- Performs other duties as identified or assigned.

QUALIFICATIONS

A minimum of five (5) years leadership experience managing teams of individuals in complex, multi-site behavioral health organizations.

A graduate degree in public health or business administration, social work or social sciences.



The DeKalb Community Service Board offers a comprehensive benefits package. Salary for this position is commensurate with education and experience. The DeKalb Community Service Board values diversity in the workforce and encourages minority candidates to apply.

Pre-employment drug screening may be required. Selected applicant will be subject of an FBI Criminal History Record Check, and the applicant has the right to challenge the contents of their Criminal History Record Information, should they choose to do so.

For more information visit www.dekcsb.org/careers

DeKalb CSB is an equal opportunity employer regarding disability under VEVRRRA and ADA