



JOB DESCRIPTION

Job Title:	Executive Director; Richland County Mental Health & Recovery Services Board
FLSA Class:	Exempt
Reports To:	Board of Directors
Hours:	Monday-Friday, 8am-5pm
Position Location:	87 East First Street, Suite L, Mansfield Ohio, 44902
Travel Requirement:	Travel requirements include attendance at conferences, meetings, and other community events

AGENCY OVERVIEW

The Richland County Mental Health and Recovery Services Board per Ohio Revised Code 340, is responsible for planning, funding, monitoring, and evaluating treatment, prevention and support services for people who experience mental, emotional, alcohol and/or drug addiction disorders. The Richland County Mental Health and Recovery Services Board does not provide any direct treatment service, but contracts with six local agencies to provide quality and affordable services for people at critical times in their lives.

POSITION SUMMARY

The Executive Director of the Richland County Mental Health and Recovery Services Board is a highly visible and significant leadership role in Richland County. Working collaboratively with the Board of Directors, this agency of seven employees oversees a system of services which offers opportunities for recovery and hope for a better life. The agency's future vision and direction is to build upon its solid reputation and increase its visibility as a strong and impactful community partner.

The Executive Director reports to a 9-member volunteer Board of Directors whose members are appointed by the Ohio Department of Behavioral Health and the Richland County Commissioners. Reporting to the Board of Directors, the Executive Director ensures an effective and efficient system of care in Richland County that promotes quality mental health and addiction prevention, treatment, advocacy, and support services to Richland County residents in need. The Executive Director serves as the Chief Executive Officer of Board staff and administration, is responsible for transferring Board directives into tangible results and oversees and acts as a steward of public funds.

The Executive Director helps lead a team of seven, including the Associate Director/Chief Financial Officer, Director of Information Technology, Director of Clinical Programs and Services, Finance Administrative Assistant, Enrollment and Billing Coordinator, and Executive Administrative Assistant and Records Custodian. The position is also responsible for building and maintaining relationships with Federal, State, County and local elected officials and employees; Board members; Board funded service providers and other relevant agency representatives; vendors; consultants; attorneys, service recipients; family members; community leaders; and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the Chief Executive and at the will of the Board of Directors. Organize and develop Board of Director meeting agendas. Responsible to the Board in providing leadership to realize the Board's mission, vision and strategic direction as set by the Board.
- Assure that all local, state, and federal laws and rules pertaining to the Mental Health and Recovery Services Board operations and functions are strictly adhered to.
- Assure that community assessments occur to ensure that the behavioral health care delivery system is responding to the changing behavioral health needs of all residents of Richland County and that gaps are addressed in the strategic plan.
- Assure through planning and evaluation that mental health, substance use disorder and dual diagnosis rehabilitation services, delivered by contract providers, are accessible, of high quality, cost effective and accountable.
- Assure that there are adequate resources available to meet reasonable levels of service demand by promoting the acquisition of public and private funds through advocacy for local levy, state, federal and other resources.
- Assure that Board resources meet the highest accountability standards and are managed within budget guidelines established by the Board of Directors.
- Provide timely, accurate, and appropriate information to the Board of Directors that enables the Board to meet its statutory obligations and mission, vision, and strategic directions. .
- Employ, train, supervise, evaluate, and discipline, including termination, such employees and consultants as may be necessary to carry out the work of the Board.
- Promote cultural competence in the provision and administration of services funded by the Board and within the Mental Health and Recovery Services Board itself.
- Develop and maintain key relationships with governmental, business, community, legislative, and other behavioral health and human services leaders to further the mission, vision and strategic direction of the Board.
- Ensure that open and productive lines of communication are developed and maintained with consumers and families and with other behavioral health and human services providing systems, county and state departments, community, and other Board Executive Directors.
- Develop operational policies and procedures consistent with the intent of Board decisions. Implement and administer policies and procedures that achieve accountability indicators.
- Maintain ultimate responsibility for procuring, proper disposition, and accountability for all funds managed by the Board. Manage the operations of the Board office within the Board approved budget. Authorize County Auditor to issue warrants for payment of Board approved obligations as authorized by Board of Directors.

- Recommend to the Board of Directors changes in policies and procedures that are needed to ensure that the Board's mission, vision and strategic direction are realized.
- Develop and negotiate, subject to Board approval, purchase of services arrangements with service and facility providers and vendors in conformity with Chapter 340 of the Ohio Revised Code.
- Engage and advocate for children, youth and adult consumers.
- Prepare an annual report required by Chapter 340 of the Ohio Revised Code for Board approval.
- Perform all duties required by the Ohio Revised Code and such other duties as may be directed by the Board of Directors.
- Maintains confidentiality of sensitive records and treatment information, client files and protected health information in compliance with 42 CFR Part 2, Health Insurance Portability and Accountability Act (HIPAA) and established procedures
- Ensures effective community stakeholder engagement for the development and promotion of levy campaigns.
- Represents the Board as the official spokesperson and develops community support for the Board mission.
- Oversees services and facilities provided, operated, contracted, or supported by the Board to the extent of determining that programs are being administered in conformity with Chapter 340 of the Revised Code and regulations of the Ohio Department of Behavioral Health.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Each board of alcohol, drug addiction, and mental health services shall employ a qualified mental health or addiction services professional with experience in administration or a professional administrator with experience in mental health services or addiction services, in accordance with the Ohio Revised Code Section 340.04.
- Minimum of a bachelor's degree. Preference for a master's degree in business administration, Counseling, Law, Clinical Psychology, Healthcare Administration, Public Administration, Social Services, Social Work, or a related field. Exceptions to the education requirement may be made based on professional experience.
- 5 years of administrative experience in the mental health and/or addiction services field.
- A valid driver's license and current automobile insurance.
- Proficiency in Microsoft Office (e.g. Word, Excel, PowerPoint)

KNOWLEDGE OF:

- Management principles and practices
- Mental health and addiction program development, marketing, and regulatory requirements

- Budget development and administration
- Grant writing and funding sources
- Strategic planning and performance improvement
- Community and agency resources available to individuals with mental health and addiction needs
- Federal and Ohio mental health and addiction laws
- Employment laws, rules, and regulations
- Board governance, including familiarity with Roberts Rules of Order, Ohio Sunshine Laws, and Public Records Law and Policy Governance

ABILITY TO:

- Apply management principles with staff and develop/maintain effective working relationships and accountability with contracted providers
- Organize projects and manage multiple tasks simultaneously
- Anticipate and respond to issues on a proactive basis
- Accept flexibility in work schedule and job assignments
- Successfully negotiate contracts
- Adapt to an ever-changing system of care
- Represent the Board and practice in an ethical manner

SKILLED IN:

- Verbal and written communication
- Preparing financial and operational reports
- Maintaining good public and board relations
- Networking with agencies, organizations, and community partners
- Conflict resolution
- Administration and Management of Organizations

KEY CHARACTERISTICS AND COMPETENCIES:

- Passion for serving the agency population and enhancing the community
- Strong relationship builder with the ability to communicate the mission to the community
- Transparent and high integrity leadership

- Collaborative team builder
- Superior listening skills
- Strong strategic and innovative visionary
- Excellent presentation and public speaking skills
- High degree of emotional intelligence

MISCELLANEOUS:

- The selection process includes resume submission, interviews, references, and background checks.
- Salary is commensurate with qualifications in the range of \$95,000 to \$130,000. The Richland County Mental Health and Recovery Services Board provides an excellent benefit package, including paid time off, benefit programs, and participation in the Ohio Public Employees Retirement System.

Interested and qualified person should submit a cover letter, resume and references to:

Fonda Freeman
Ohio Association of County Behavioral Health Authorities (OACBHA)
175 S, Third, Suite 900
Columbus, OH 43215
ffreeman@oacbha.org

The initial submission period will conclude on Friday, May 15, 2026. Should the review process not yield a suitable candidate, additional submission periods may be implemented in accordance with Board policy and will be announced once scheduled. The Position will remain open until filled.