



MENDOCINO COUNTY YOUTH PROJECT
MENDOCINO FAMILY AND YOUTH SERVICES

EXECUTIVE DIRECTOR

The Executive Director (ED) is responsible for all aspects of the day-to-day administration of the Mendocino County Youth Project, a joint powers agency, and Mendocino Family and Youth Services, its affiliated 501c3.

Reports to: MCYP Board of Directors

Specific responsibilities include:

1. ADMINISTRATION

1a. **PLANNING:** Develops short and long range plans and goals to meet agency objectives consistent with established priorities; sets appropriate priorities of needs and resulting services to be provided; anticipates and prepares for future requirements and devises contingencies; devises realistic plans.

1b. **BUDGETING AND ECONOMIC MANAGEMENT:** Develop an appropriate budget and subsequently adheres to it; utilizes finances, budgets, facilities, equipment, materials and products to minimize costs; actively practices cost containment.

1c. **ORGANIZATION OF WORK:** Structures work in order to avoid crisis, promotes productivity, attains cost effectiveness, and delivers work on time. Involved in this process are the tasks of allocating work, delineating responsibilities, scheduling activities, and adequately preparing for meetings and presentations.

1d. **COMPLIANCE:** Complies with established policies, procedures and directives; conducts agency functions in accordance with applicable laws, statutes, and regulations.

1e. **PROBLEM SOLVING AND DECISION-MAKING:** Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.

1f. **EVALUATION AND CONTROL:** Practices regular and systematic review of agency operations to evaluate progress towards established goals; evaluates strategies employed in seeking those goals; implements remedial measures when necessary.

1g. **RISK (LIABILITY) MANAGEMENT:** Ensures that liability risk exposures are identified and treated when proposing new programs and services; evaluates and monitors established programs and services to identify areas which need revision due to changes in operation, legislation, policies and procedures; implements changes where needed to facilitate favorable loss experience; manages employee safety program, including appropriate training and corrective action when necessary.

2. INTERPERSONAL

2a. **ORAL COMMUNICATION:** Effectively communicates orally with individuals and groups, including public presentations; presents ideas in an organized, clear and concise manner, employs tact and discretion; listens well; offers appropriate feedback.

2b. **WRITTEN COMMUNICATION:** Prepares organized, clear, concise, accurate and informative letters, memos, reports and other documents which effectively fulfill content and timeliness requirements.

2c. **COORDINATION/COLLABORATION:** Works well with others at various levels; keeps information flowing to the appropriate parties vertically (down as well as up) and horizontally; facilitates communication and problems solving among parties when necessary.

2d. **SUPERVISORY CONTROL:** Effectively hires, assigns, directs, controls, evaluates performance, counsels and disciplines all other functions necessary or incidental to supervision; practices compliance with employment law guidelines and mandates.

2e. **LEADERSHIP:** Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for subordinates; maintains open communication channels; delegates work; leads by example.

2f. **STAFF APPRAISAL AND DEVELOPMENT:** Provides good record of subordinate performance; reviews appraisal information with subordinates; aides subordinates in improving performance on current job; helps subordinates in setting up and implementing development plans and objectives; cross trains employees; encourages subordinates to participate in training.

3. INDIVIDUAL

3a. **EFFORT AND INITIATIVE:** Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.

3b. **PROFESSIONAL/TECHNICAL COMPETENCE:** Realistic knowledge and competence of the field and applies up-to-date technical/professional principles, practices, and standards appropriate to the functions of the agency; acts as a resource person upon whom others can draw; professional demeanor maintained on a consistent basis.

3c. **INNOVATION:** Displays original and novel thought in creative efforts to improve on the status quo.

3d. **OBJECTIVITY:** Assesses issues, problems and decision situations based on the merits of the case presented; personal loyalties, biases, etc., does not influence agency decisions; personnel decisions made on the basis of equal opportunity and objective job-related criteria.

3e. **CREDIBILITY:** Through successful performance, instills the feeling of trust and dependability.

3f. **FLEXIBILITY:** Adapts well to change, both internally and externally.

4. LEADERSHIP

4a. **COACHING:** Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and to take calculated risks; provides honest feedback; minimizes tension and defensiveness; creates an environment for success; teaches and guides employees rather than controls.

4b. **EMPOWERING:** Creates an awareness in others of their powers and self worth; involves others and shares powers in planning and decision-making; fosters leadership in others; challenges others to assume leadership roles and provides support by allowing them to risk, fail and learn; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.

4c. **MODELING:** Believes in public service; treats all with respect and dignity and creates an atmosphere of mutual respect and trust. Serves as a catalyst for action and is a team player, believes in oneself and looks at problem as opportunities; uses powers in a positive way; keeps one's work: accepts responsibility for mistakes; insists on excellence (not perfection); communicates and reinforces by what they do – not what they say; adapts to changes as conditions and situations warrant.

4d. **TEAM BUILDING:** Builds group cohesiveness and pride; encourages cooperation; fosters and practices good communication, recognizes and rewards individuals and team accomplishments and contributions; shares success and rewards; manages conflict, which is inevitable.

4e. **VISIONING:** Establishes and articulates a vision of what could be; looks to and plans for the future; accepts new challenges, keeps an open mind.

4f. **SELF-DEVELOPMENT:** Is not static; prepares for the future; has the courage to identify and address shortcomings; is committed to self-improvement manages personal stress in positive ways.

REQUIREMENTS:

Minimum: At least five years' experience in senior management in a nonprofit or governmental agency. Bachelor's degree, preferably in a related field (social work, public/nonprofit administration, psychology, business, etc). Work experience with planning, budgeting, board relations, advocacy, human resources, legal issues pertaining to nonprofits, team-building, strategic planning, resource development (including grant writing), contract negotiation, monitoring and compliance, staff supervision, program evaluation, strong oral and written communication skills.

Preferred: Masters, licensure or doctorate in related field (social work, public/nonprofit administration, psychology, business, marriage and family counseling, etc). Successful experience in resource development (including grant writing). Previous experience as an Executive Director or Assistant Director. Previous experience supervising management staff. Previous experience working in a private or public human service agency providing services for children, youth, and their families. Familiarity with Mendocino county, county departments including juvenile probation, community based organizations, schools and school districts. Experience working with Latino and Native American communities. Familiarity with joint powers agencies. Commitment to strengths-based, positive youth development approaches.

THE AGENCY:

The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens. The agency has been in existence since 1974, providing services throughout Mendocino County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses and/or victims of crime, substance abuse prevention and treatment, supervised visitation services, evidence-based prevention education and intervention services in the community and schools, 24/7 crisis intervention, emergency short term shelter for youth in crisis, transitional living for young adults, homeless street outreach supports, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

CONDITIONS OF EMPLOYMENT:

Successful candidate must submit a minimum of 3 references, provide documentation of education, certificates, trainings, participate in a personal background check (Live Scan fingerprinting through Department of Justice and FBI) and DMV record check. Candidate must possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local transportation (mileage cost reimbursed).

ANNUAL SALARY:

Candidate meeting minimum requirements: \$81,306. to \$106,993. DOE

Candidate meeting preferred requirements: \$85,372. to \$115,018. DOE

BENEFITS:

Health insurance plan for self and dependents (employee required premium). Optional dental plan. Optional AFLAC insurance. CALPERS retirement (no social security). 12 paid holidays. paid vacation, sick leave.

TO APPLY:

Please submit ALL of the following documents to the Human Resources Administrator, at Mendocino County Youth Project, 776. So. State St., Suite 107, Ukiah CA. 95482 or email to rsmellus@mcyp.org

1. MCYP Employment Application The application form may be obtained at our office, by e-mail, or on the agency website www.mcyp.org
2. Proof of education, degrees, professional licensure, registration number, and specialized trainings as applicable
3. Cover letter indicating why you are applying for the position of Executive Director
4. Resume and a minimum of 3 Letters of Recommendation / Reference

The position of Executive Director will CLOSE September 7th at 10:00 a.m.

MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy on request.