

Gold Country Telecare, Inc.
JOB DESCRIPTION

Job Title- Executive Director

Position Summary:

To provide for the Executive management of Gold Country Telecare, Inc. (Telecare), a private 501(3)(b) non-profit transportation (paratransit) agency. Familiarity with a paratransit agency environment. Responsible for implementing the policies of the governing Board of Directors. Is directly responsible to and provides the Board of Directors with accurate and adequate information to reach sound decisions and policies. Develops and presents budget for the Agency as well as providing sound fiscal management. Serves as Telecare's liaison and advocate, providing ongoing outreach to the community at large. Handles all matters of an administrative nature in connection with the operations and maintenance of the organization. Has the power to establish operating procedures that do not conflict with the law or Board policy. The Executive Director will manage, coordinate, and oversee the day-to-day operations of the Agency, its programs, and staff.

Required Experience/Duties (including but not limited to):

- 1.) BA/BS plus relative experience **or the equivalent of above** with a minimum of five (5) years experience in management and experience working with a non-profit agency.
- 2.) Attend all Board meetings and have ability to effectively interface with Board Members.
- 3.) Represent the organization as its Chief Administrative and Financial Officer.
- 4.) Provide timely data of overall program component functions, thereby assisting the Board in the evaluation of individual and overall program performance.
- 5.) Keep Board informed of developments in legislative areas (local, State, and Federal) that have real or potential impact on Telecare.
- 6.) Direct and develop staff and volunteers in their job duties through effective and efficient management techniques.
- 7.) Must be computer literate.
- 8.) Exhibit strong leadership skills and ability to interact effectively with the community, staff members, and volunteers.
- 10.) Develop, present, and manage short-term (1-year) plan for the organization.
- 11.) Assist the Board of Directors with long range (5-year) plans for the organization.
- 12.) Hire, supervise, and terminate staff. Establish guidelines for efficient and effective performance evaluations.
- 13.) Develop, present, and be knowledgeable in all areas of the Board approved budget for the Agency.
- 14.) Working knowledge of paratransit transportation policies and procedures, paratransit/transit experience required.
- 15.) Attend conferences and/or work shops when appropriate.
- 16.) Responsible for providing monthly service and fiscal reports to the Board of Directors, and appropriate funding sources in a timely manner.
- 17.) Develop the monthly Board Agenda with President of the Board.
- 18.) Recommend updated amendments and changes to the agency's Personnel Policies and Procedures for Board approval.
- 19.) Maintain client, Board, and Agency confidentiality.
- 20.) Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines and demonstrate cooperative behavior with colleagues, staff, and Board Members at all times.
- 21.) Grant writing experience desired.

Send cover letter and resume to cynthia43@gmail.com Position is open until filled.