

POSITION SPECIFICATION



**Imperial County Local Health Authority
Executive Director, Local Health Authority
Imperial County, CA**

THE ORGANIZATION

Imperial County Local Health Authority

On June 10, 2014, the Imperial County Local Health Authority (LHA) was established by Ordinance pursuant to California Welfare & Institutions Code Section 14087.38. We are a public entity comprised of community leaders from the health public and private sectors that are vested with the responsibility to improve the health of the community and health outcomes for Medi-Cal beneficiaries.

The LHA Commission is the governing body of the LHA. The LHA Commission consists of thirteen voting members that represent different sectors of the health system, the public, Medi-Cal beneficiaries, and businesses as outlined in LHA Establishing Ordinance. The Commission began meeting in November 2014.

Our Mission

We are working with community residents and stakeholders in both the public and private sectors to:

- Advance opportunities for improved health and access to comprehensive health care services;
- Promote the long-term viability of safety net providers;
- Increase prevention, education, and early intervention services; and
- Partner with Medi-Cal managed care plans to monitor and improve the local healthcare system.

Our Vision

Healthy Community, Healthy Residents

Strategic Plan Priorities

Health Status Improvements: Provide leadership and stakeholder coordination to reduce health disparities and address selected health status improvements

Health Plan Performance: Maintain strong health plan relationships and monitor health plan performance

Stakeholder Engagement: Engage in active dialogue with the community, providers and policy stakeholders about the effectiveness of Medi-Cal managed care program

Community Awareness and Education: Promote an understanding by community residents of how to engage in improving health and the role and benefits of Medi-Cal managed care

Health Authority Governance: Provide support and education to Local Health Authority Commissioners to ensure informed and knowledgeable governance, and sustainability of Local Health Authority priorities, mission, and vision

For more information, please visit www.localhealthauthority.org.

THE POSITION

Executive Director, Local Health Authority

The new Executive Director will assume responsibility for the successful operations and strategic direction of the Imperial County Local Health Authority (LHA) and related programs. The Local Health Authority Executive Director, a single position class, is responsible for directing all activities, operations, personnel, and programs of the LHA. The Executive Director is an At Will position.

Reporting Relationships

- The Executive Director reports to the LHA Commission.

Duties and Responsibilities

- Plan, organize, and direct the activities of the LHA; ensure that the LHA's daily activities and long-term plans adhere to established policies and legal guidelines.
- Communicate effectively with the LHA Commission and provide, in a timely and accurate manner, all information necessary for the LHA Commission to function properly and make informed decisions.
- Direct, supervise, and work collaboratively with staff; create an environment that fosters innovation, supports and motivates staff, and builds leaders.
- Develop and implement strategies and initiatives that promote the LHA's mission and strategic plan; participate in strategic planning and ensure implementation.
- Provide fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the LHA in a positive financial position.
- Oversee marketing and other communication efforts; serve as a representative of the LHA Commission on all policy matters of the LHA at the local, state, and federal levels.
- Forge and maintain relations of trust with partner organizations, the locally selected Medi-Cal Managed Care Health Plan, and the California Department of Health Care Services.
- Enhance collective efforts by being active and visible in the community and working closely with partner organizations, stakeholders, and residents.
- Strategic leadership skills to provide direction to the organization and to establish short- and long-term goals.

Candidate Qualifications

Personal/Professional

- Knowledge of the Medi-Cal Managed Care system including the regulatory environment; evolving delivery system, program, and payment reforms; and technical components such as finance, utilization management and care coordination. Demonstrated ability to progressively achieve comprehensive understanding of these key aspects within the first two years of employment.
- Knowledge of public health and public assistance programs and related public agency and nonprofit operations and experience in establishing positive working relationships. Demonstrated ability to progressively achieve understanding of local public and nonprofit systems and the skill to build positive working relationships during the first year of employment.
- Knowledge of healthcare systems and health policy with experience in working medical providers. Demonstrated ability to achieve understanding of the local medical community and the skill to establish positive working relationships during the first year of employment.
- Effective written and oral communication skills.
- Excellent interpersonal skills to develop and maintain critical internal and external relationships, build consensus and stewardship, manage change, and motivate staff to achieve goals and objectives.
- Ability to handle varying situations with tact and diplomacy.

Education and Experience

Bachelor's degree, master's degree preferred, from an accredited college or university in Health Administration, Business, Public Administration, or related field; and/or 3-5 years of progressively responsible management experience, health related, or healthcare organization experience preferred.

Goals and Expectations

During the first six to twelve months, the new executive director will need to accomplish the following:

- Build strong relationships with the LHA leadership, partner organizations and the locally selected Medi-Cal managed care plan.
- Evaluate and develop a team creating the ideal organizational structure.
- Enhance collective efforts by being active and visible in the community and working closely with partner organizations, stakeholders, and residents.
- Demonstrate ability to progressively achieve comprehensive understanding of the key aspects of the Medi-Cal managed care system.

Procedure for Candidacy

Please direct all resumes or nominations to Healthcare Placement Group, Inc.:

Gary Hamm – gamm@hpgi.net

Michael Hamm – gamm@hpgi.net

(949) 364-9350