

Policy Number: 1400  
Policy Title: Executive Director  
Date Adopted: November 20, 2013

### Purpose

To state the authority of the Board as it relates to the Executive Director, as well as the authority and responsibilities of the Executive Director.

### Policy

The Board will participate with Fairfax County government in the appointment of an Executive Director, to whom it will delegate the authority and responsibility for the overall management of the Fairfax-Falls Church Community Services Board (CSB) in accordance with Board policies. The Board will participate with Fairfax County government in the annual evaluation of the performance of the Executive Director.

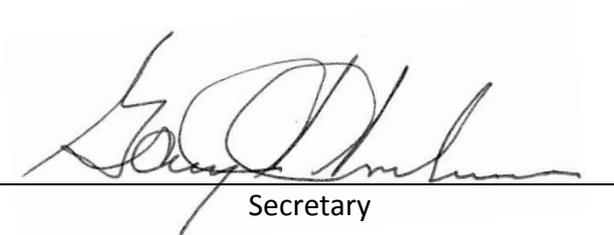
The Executive Director is responsible for the following functions:

1. Provides overall leadership and professional direction to a large scale health care system providing behavioral health (mental health and substance abuse) and developmental disability services for persons of all ages. This system serves as the single point of entry and discharge planning for publicly funded services including state mental retardation facilities and psychiatric hospitals.
2. Manages the fiscal, physical and human resources of the agency:
  - Revenues must be consistently monitored and expenditures adjusted to stay within budget.
  - Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and Managed Care Organizations (MCO's) as well as direct client payments.
  - Serves as the appointing authority for all positions with full responsibility for hiring, promotion, separation, discipline and grievances. The staff consists of numerous professionals including psychiatrists.
  - Responsible for operations at all locations and directly responsible for the leasing of all housing units.
  - Negotiates and manages all major service-related contracts.
3. Serves as the chief staff person to a sixteen-member board of directors operating under the administrative policy board model in Virginia.
4. Serves as the chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church).

5. Develops the agency's strategic and operational plans of both a short and long term nature.
6. Builds and maintains a network of relationships with other public and private agencies, consumers and family members, as well as numerous advocacy and professional organizations.
7. Ensures that the agency is in full compliance with all licensure requirements and other standards associated with the provision of health care.
8. Develops and maintains a comprehensive quality improvement program.
9. Participates in various planning, coordinating and advocacy functions at the state, regional and local level.

The Executive Director has overall responsibility for managing the CSB but may delegate any or all of these functions to other CSB staff.

Approved



Secretary

November 20, 2013

Date

Policy Adopted:	September 1979
Revision Adopted:	March 1995
Revision Adopted:	March 29, 2000
Revision Adopted:	June 25, 2003
Revision Adopted:	February 18, 2009
Policy Readopted:	March 25, 2009
Policy Readopted:	November 20, 2013