

## Job Description

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**Job Title: Chief Executive Officer**

**Supervised by: Board of Directors**

**Original Date:** \_\_\_\_\_

**Reviewed and Revised:** \_\_\_\_\_

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**Job Summary:** The Chief Executive Officer (CEO) functions with authority from and serves at the pleasure of the Board of Directors for Tehachapi Valley Healthcare District (TVHD). CEO will provide leadership, management, and assume responsibility and accountability for the overall strategic and operational planning of TVHD.

### **Chief Executive Officer duties and responsibilities**

- Oversees financial performance while ensuring that all of regulatory obligations are met; manages the design and implementation of any new programs and services
- Develops and implements financial procedures and organizational policies and programs
- Assists with financial duties, Board responsibilities and agenda planning
- Increase revenues and income; implements operating cost controls in the areas of staffing, supplies, purchased services, etc.
- Ensure timely submission of fiscal budget, financial plans, and capital expenditures in accordance with Board directives and guidance

- Develop and maintain a detailed 1-3 and 5 year strategic plan in coordination with the Board of Directors
- Develops measurable goals and objectives and reports at least quarterly to the Board Directors
- Maintain regulatory requirements to assure District is in compliance at all times
- Maintains District current and inactive records in appropriate order
- Prepares Request for Proposals/Request for Quotes and effectively manages contract negotiations under Board direction
- Ensures the company is staffed with well-trained, quality, and engaged employees/volunteers at all times; works closely with the Board of Directors to develop effective hiring, training, and compensation plans to retain our quality talent; and leads and mentors staff, engaging and empowering them to be successful in serving customers/community
- Represents company at important business functions, community events, industry training and events, and networking opportunities
- Updates job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

### **Education, Experience, and Licensing Requirements**

- Bachelor's or master's degree in business, accounting, finance, or a related field
- Minimum of 5 years of management experience in organization of similar size and complexity
- Familiarity with administration and operation of a Special District

- Comprehensive understanding of the industry including risk management, compliance, and regulatory requirements
- In-depth understanding of accounting principles including budgeting, balance sheets, income statements, cash flow, and capital planning management
- Thorough knowledge of California public works projects, including bidding and contract management
- Demonstrate ability in public speaking, written and oral communication, and interpersonal communications
- Board certification by a recognized professional organization, such as the American College of Healthcare Executives is strongly preferred and will be considered in setting compensation.

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I have received, read and understand the requirements of this position and attest that I will adhere to these requirements.

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Print Name of Employee

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Employee Signature

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Date

DRAFT