

PSW
194 West Poplar Avenue, Porterville, CA 93257

Job Opportunity

Posting Date: 01/27/2025 **Application Deadline:** Until filled

Position: **Executive Director** **Department:** Administration

Grade: Negotiated by Board of Directors **Rate:** **Negotiated by Board of Directors**
PSW reasonably expects to pay its Executive Director \$150,000 - \$200,000 a year, depending on relevant experience and qualifications.

Status: Regular, Full-time (Exempt)

Job Summary: Provide for the executive management and direction of PSW. Ensure that the mission of PSW and the intents and purposes of the Articles of Incorporation and by-laws are effectively carried out. To provide a position in which full responsibility is placed for executing the Board of Directors' policies.

Supervision Received: Works under the direction of the Board of Directors with broad latitude for independent action within the framework of the Articles of Incorporation, the By-Laws, and the general policies and philosophy of PSW.

Supervision Exercised: Actively manages, supervises and administers, directly or through his/her organized staff, all the affairs and activities of PSW.

Education Required: Bachelor's Degree preferred in Business Administration, Finance, Public Administration, Health Care Administration or related field from post secondary institution that meets regional accrediting agency requirements. A Master's Degree in Business Administration, Public Administration or Health Care Administration or related field is preferred from post secondary institution that meets regional accrediting agency requirements.

Experience required: A minimum of eight (8) years of full-time employment with at least four (4) years' experience in administrative work directing professional, technical or supervisory personnel.

Job Essential Elements: 21 years of age; Have or Obtain a valid CA driver's license with clean DMV record. Maintain current vehicle insurance.

Special Skills & Knowledge Required: Graduate degree may be substituted for up to three (3) years of experience exclusive of the administrative process.

Duties & Responsibilities: For description of tasks related to specific job, see attached job description.

All PSW internal applicants must have an "at expectation" rating on current and/or immediate preceding year's annual evaluation to be eligible to apply.

For further information, please contact: Allan Bailey (559) 784-2353) email: abailey@pswcares.org
Send Internal Applications to Allan Bailey

PSW

Job Description

Job Title:	Executive Director
Job Summary:	Provide for the executive management and direction of PSW. Ensure that the mission of PSW and the intents and purposes of the Articles of Incorporation and the by-Laws are effectively carried out. To provide a position in which full responsibility is placed for executing the Board of Directors' policies.
Pay:	PSW reasonably expects to pay its Executive Director \$150,000 – \$200,000 a year, depending on relevant experience and qualifications.
Job Type:	Full time.
Supervision Received:	Works under the direction of the Board of Directors with broad latitude for independent action within the framework of the Articles of Incorporation, the By-Laws, and the general policies and philosophy of PSW.
Supervision Exercised:	Actively manage, supervise and administer, directly or through his/her organized staff, all the affairs and activities of PSW.
Education Required:	Bachelor's Degree preferred in Business Administration, Finance, Public Administration, Health Care Administration, or related fields from post-secondary institution that meets regional accrediting agency requirements. A Master's Degree in Business Administration, Public Administration or Health Care Administration or related field is preferred from post-secondary institution that meets regional accrediting agency requirements.
Experience Required:	A minimum of eight (8) years of full-time employment with at least four (4) years experience in administrative work directing professional, technical or supervisory personnel.
Special Skills & Knowledge Required:	Graduate degree may be substituted for up to three (3) years of experience exclusive of the administrative experience.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen, physical and criminal records check. 2. Must be at least 21 years of age. 3. Have or obtain and maintain a valid California driver license and DMV record acceptable to PSW insurance. Maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business 4. Must be able to individually lift 25 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.

Job Essential Elements:

5. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
6. Must be able to provide instruction and training to employees using verbal communication, hands on demonstration, and modeling.
7. Must demonstrate sound judgment and initiative and carry out all assignments in an efficient manner.

Job Duties:

1. Effectively and regularly communicate with the Board of Directors
2. Prepare and present the annual budget to the Board of Directors.
3. Use the approved budget to implement the operating program.
4. Review and analyze variations from our program and determine if corrective action is required.
5. Manage and administer, directly or through his/her staff, the day-to-day affairs of the organization in accordance with the policies as adopted by the Board of Directors.
6. Employ administrative checks as may be required to ensure that he/she is fully aware of the effectiveness and reliability of his/her employees.
7. Serve as a technical advisor to the Board of Directors. Attend all committee meetings.
8. Assure that the physical plant and operating equipment are suitable to the needs and purposes of the organization.
9. Delegate responsibility and corresponding authority to the lowest level consistent with good operating practices.
10. Orient new Board members as to their roll and responsibilities and orient them to the services of the corporation.
11. Become familiar with CARF International standards and establish policies and procedures to ensure a successful accreditation.
12. Become familiar and ensure compliance with all applicable law and governmental standards.
13. Must be able to complete all other duties as assigned.