

# INC BOARD, NFP

## JOB DESCRIPTION

**POSITION:** Operations Manager

**REPORTS TO:** Executive Director

**EMPLOYMENT STATUS:** Regular, full time

**OVERALL RESPONSIBILITY:** To assist the Executive Director in managing the activities of INC Board, NFP, hereinafter known as INC.

### **KEY RESPONSIBILITIES:**

1. To assist the Executive Director with managing the INC office as well as hiring, supervising and evaluating employees in accordance with the INC organizational chart.
2. To schedule, plan and oversee preparation and distribution of meeting notices, agenda, minutes and all reports for the INC Board, its committees and the seven township community mental health 708 boards.
3. To attend evening meetings for the seven township community mental health 708 boards three times per year, each, the INC Board every other month and committees as needed.
4. To take minutes of INC Board committee meetings , seven township community mental health 708 board meetings as well as INC Board meetings, as needed.
5. To assist with development and implementation of one-year and three-year plans.
6. To manage the employee benefits for the organization, including medical, dental, vision, long-term, short-term disability, 403(b) plan and others.
7. To research legal requirements and develop policy options for the Executive Director's recommendations to the INC Board.
8. To update, design, maintain and post funding criteria, instructions and annual application for funding.
9. To assist the Executive Director in analyzing all funding requests to the INC Board from community agencies.
10. To develop summary reports of key points and issues from community agency applications for the Program Committee.
11. To prepare funding analyses that assist in maintaining a balanced service system.
12. To conduct onsite, update-as-discussed funding analysis during Program Committee deliberations.

13. To negotiate, create, administer and monitor all contracts with human service providers.
14. To conduct contract compliance audits of funded agencies and report to the Executive Director regarding noncompliance.
15. To regularly review all funded agency's minutes and financial statements.
16. To develop and prepare tools to investigate, manage and report information for the boards that assists them in discharging their duties.
17. To consult with Executive Director to formulate budget and create budget report.
18. To research county levy disbursements and prepare ongoing report of levies allocated and received.
19. To obtain signatures for payment to fulfill contractual and service obligations as needed.
20. To write articles for publication in the community newsletter as needed by Executive Director.
21. To assist the INC Board and town boards in the recruitment of new board members.
22. To represent INC at the request of the Executive Director in community activities and meetings which involve INC's interests and responsibilities.
23. To participate, as appropriate, in the Association of Community Mental Health Authorities of Illinois activities and meetings.
24. To review periodicals and other written materials which bear on the core problems of mental health, intellectual/developmental disabilities and substance use disorders.
25. Any other duties as assigned by the Executive Director.

#### **CONTACTS:**

- Frequent contact with the Executive Director, Administrative Assistant and Contractors in managing organizational tasks.
- Regular contact with the President and Vice President of the INC Board to share information concerning operations and receive policy input.
- Regular contact with members of INC Board and community mental health 708 Boards as those bodies discharge their official duties.
- Regular contact with the executive directors of INC-funded agencies to discuss contractual matters.
- Regular contact with advocacy and community networking groups to maintain awareness of needs.
- Regular contact with vendors with whom INC has business dealings.

- Occasional contact with officials of state and local funding bodies in order to coordinate human service funding in south Kane County.
- Occasional contact with executives of other community mental health authorities to discuss political and planning issues in Illinois.
- Occasional contact with the general public in person and by telephone to educate the community concerning INC's role, responsibilities, policies and practices.

#### **GENERAL QUALIFICATION REQUIREMENTS:**

##### **EDUCATION:**

- Bachelor's degree required.

##### **EXPERIENCE:**

- Experience required in meeting preparation and facilitation, preferably within a human services setting, and detail oriented competency in business writing, computer skills. Accounting and bookkeeping skills strongly preferred.