Job Description

Title: Executive Director

Status: Full Time Exempt

Reports To: Board of Directors

Date: February 1, 2022

About Polk County DAC

Established in 1964, the Polk County Developmental Achievement Center (DAC) provides day training and habilitation services to adults with developmental disabilities. Governed by a board of directors of interested and committed citizens from western Polk County, the DAC is licensed by the Minnesota Department of Human Services.

Position Summary

The Executive Director has the overall authority and responsibility for the administration, operations and fiscal management of the Polk County DAC including but not limited to supervision of staff (currently 23) and clients (currently 83), maintain a licensed program, operations, maintain budget, maintain all buildings and equipment, and community relations. The Executive Director serves as an ex-officio member of the Board of Directors and its committees.

Primary Responsibilities

Overall leadership:
- Provides leadership and overall direction for the operations of the Polk County DAC.
- Keep abreast of current trends and adopting ones that will benefit our agency.
- Adhere to our mission of increasing independence and improving quality of life along with our philosophy of clients come first.

Human Resource Management:
- Supervise all staff within the parameters of the personnel policies.
- Maintain adequate salary table and benefits.
- Make decisions on the employment, promotion, transfer, and discharge of all staff along with proper documentation.
- Coordinate all staff training opportunities. Delegate the recording of training hours.

Agency & Plant Management:
- Maintain MN Department of Human Services license standards (245D).
- Maintain Federal Department of Labor Standards and 14c Certificate.
- Develop, recommend, administrate, and interpret DAC policies.
- Coordinate Board input for policy direction.
• Manage all building projects, repairs, and improvements; supervise general cleanliness, safety, and grounds keeping.
• Review and approve all purchases including vehicles and maintenance.
• Approve all equipment disposal(s).
• Coordinate and administer internal controls for security.
• Manage all program services delivered.
• Maintain adequate insurance for all areas of need.

Fiscal Management:
• Manage finances and administer fiscal policy.
• Ensure proper records management is being kept for all personnel, clients, financial etc.
• Ensure an annual budget is prepared for Board approval.
• Write grants and apply for donated funds, e.g., United Way, Midcontinent, MnDOT.
• Provide full disclosure of information for the Board of Directors.
• Prepare the Board agenda and secure all records.
• Board action for purchases over $5,000.
• Assure all tax returns and reports are complete for Unemployment Insurance and Workmen’s Compensation.
• Manage PCDAC reserve investments and debt portfolio.

Public Relations:
• Represent the PCDAC in service organizations, schools, or state organization such as MOHR.
• Coordinate and lead all public relations efforts.

Required Qualifications

Education/Experience:
• Bachelor’s degree in Social Work or Business Management or related field.
• Experience as an Executive Director or supervisor is preferred and/or experience in the field.

Skills and Abilities:
• Demonstrated ability to efficiently manage multiple tasks and lead teams.
• Strong supervisory and organizational skills.
• Excellent communication skills – written and oral.
• Computer literacy/technically oriented.
• Well-rounded, balanced, and professional demeanor in dealing with clients and families, staff and employees and agencies.
• Proven ability to work in fast-paced environment, meet deadlines and effectively handle stress and pressure situations.
• Dependable, adaptable and reliable positive leader that exercises consistent good judgement.
• Personal accountability in maintaining and promoting the clients and mission of Polk County DAC.
• Ability to represent the organization with highest standards of professionalism and integrity and be present at both facilities in Crookston and East Grand Forks, Minnesota.

**Candidate must pass a drug test and background check to hold this position and have the ability to endure the physical demands of the position. Training in accordance with the Federal Wage and Hour, MN Department of Human Services, and Federal standards. Proficient in Word and Excel.
Compensation/Benefits

- Salary is commensurate with experience and qualifications.
- Benefits include: DAC pays 90% of a health and dental plan for an individual, 100% of term life insurance plan, short and long-term disability plan, eight paid holidays (New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day), SEP retirement 3% on top of gross wages, options to purchase (pre-taxed) Aflac, eye glass supplement and supplemental life. Paid vacation starting at two weeks.

Polk County DAC is an equal opportunity employer.

How to Apply:

Submit cover letter and resume to:

Teresa Mazzitelli, President
The Mazzitelli Group
Executive Search Consultants
tm@mazzsearch.com