

Job Title: Executive Director

Agency Name: State Health Planning and Development Agency

Application deadline: February 1, 2019 at 5:00 pm

Job Description:

The Certificate of Need Review Board “the Board” is the governing body for the State Health Planning and Development Agency (SHPDA). The Board has a duty to appoint an Executive Director of SHPDA. SHPDA is the agency designated by the Governor as the sole state health planning and development agency for Alabama. It has responsibility, in collaboration with the Statewide Health Coordinating Council (SHCC), for preparation and administration of the State Health Plan, a comprehensive plan providing for the development of health programs and resources to ensure continued availability and accessibility of quality health services at reasonable costs for all residents of the state. It also is the designated agency for health statistics and for administration of Alabama’s Certificate of Need Program. SHPDA is required to ensure that only health care services that comply with its rules are offered or developed within the state and is charged with preventing the construction of unnecessary or duplicative health care facilities and services. The SHPDA Executive Director is responsible for performing the administrative and executive duties of the Agency.

SHPDA is responsible for review and preparation of the State Health Plan annually pursuant to direction from the SHCC, advising the Governor on health planning matters. SHPDA also prescribes rules and regulations for the conduct of the certificate of need program, reviewing proposed institutional health services and facilities, and issues certificates of need for projects approved by the Board during public hearings.

The Executive Director is responsible for the day to day operation as well as executing the mission of SHPDA. They must operate within the guidelines established by the Board and in compliance with the appropriate laws, regulations, and policies.

Responsibilities:

- Perform functions as the administrative and executive officer of the Agency
- Assist in the development and implementation of statutes, regulations, and policies as the Board may direct and facilitate their approval and adoption
- Maintain proper organizational and financial management of the agency; prepare and submit budgets annually; comply with state regulations; and assume overall compliance regarding facilities management, communications, appropriate human resource policies, procurement, security, and data processing
- Provide support to constituents and respond to inquiries; develop and implement communications strategies to include a periodic newsletter, electronic website, and annual report; and respond to and interact with professional organizations
- Prepare contracts and submit for bid and/or contract review in accordance with the regulations of the State of Alabama
- Provide an interface with the Office of the Governor, the Alabama Legislature and other agencies of state government; represent the Board before committees of the Legislature

- Support and respond to the Board in the scheduling and conducting of regular public meetings, committee meetings, and other functions the Board may direct; propose agendas; draft documentation of Board actions and decisions; respond to requirements and directives of the Board; and ensure compliance with open meetings and open records requirements
- Attendance at all Board meetings and other related meetings and conferences requested and approved by the Board unless excused by the Board
- Such other duties as the Board may determine or are otherwise required by law

Minimum Qualifications:

- Alabama resident prior to employment
- A bachelor's degree from an accredited college or university
- Ten years of experience with management, administrative, and supervisory responsibilities in a related field
- Excellent written and oral communication skills
- Must have the ability to interact with all personality types and maintain a professional demeanor always

Desired Qualifications:

- Significant management experience
- Successful leadership at a senior level position
- Void of any conflicts of interest
- Post-graduate education
- Demonstrated leadership ability, sound judgment, integrity, and a professional demeanor

Oversight and Supervision:

The SHPDA Executive Director reports to the Board but should be able to work independently with general guidance from the Board.

To Apply: Please send a cover letter, resume and list of references to the Governor's Director of Appointments. All applications must be received by February 1, 2019 at 5:00 pm.

You may submit your application materials via email to appointments@governor.alabama.gov or by mail to:

Office of the Governor
Attn: Director of Appointments
600 Dexter Avenue
Montgomery, Alabama 36130

Salary: Commensurate with experience