

DEKALB AREA RETIREMENT CENTER
DEKALB, ILLINOIS

JOB DESCRIPTION
EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES:

Under the general direction of the Board of Trustees, administers, directs, and coordinates all activities of the Center. Implements the control and effective utilization of the physical and financial resources of the facility. Employs a system of responsible accounting, including budget and internal controls. Establishes and is responsible for administrative policies, and is ultimately responsible for administration of the Retirement Community.

ILLUSTRATIVE EXAMPLES OF WORK:

The following include but are not limited to:

- Provides information to the Board of Trustees for evaluating the work and policies of Oak Crest.
- Carries out the policies of the Board of Trustees.
- Assists the Trustees in planning and budgeting.
- Assists the various committees of the Board of Trustees.
- Provides leadership and directs the staff to fulfill the Mission of Oak Crest.
- Encourages and facilitates staff development.
- Evaluates and controls the quality of staff productivity and guides the staff in meeting the standards of residential and non-residential programs.
- Administers the financial activities of Oak Crest, assesses financial performance and ensures the organization's long-term sustainability.
- Represents the DeKalb Area Retirement Center at appropriate professional organizations and regularly attends and participates in professional continuing education.
- Performs other duties as assigned or required.

REQUIREMENTS:

EDUCATION:

- Requires a Bachelors Degree in a related field of study; Masters Degree preferred.

EXPERIENCE:

- Requires a minimum of five years experience in long term care or community services with the elderly.
- Requires proven administrative and financial management skills.

SPECIFIC REQUIREMENTS:

- Must possess a valid Illinois Nursing Home Administrator's license.
- Must be able to read, write and speak the English language in an understandable manner.
- Must possess the ability to make independent decisions.
- Requires the ability to establish and maintain satisfactory working relationships with co-workers, staff, professionals, residents and the general public.
- Must demonstrate dependability, responsibility, good communication skills (oral and written), and flexibility.
- Requires the ability to assess needs, plan subsequent action, and set and enforce procedures.

PHYSICAL REQUIREMENTS:

- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements for this position may be met, to include the use of supplies and equipment.
- Must be able to move intermittently throughout the workday and be physically able to bend, turn, reach over head, and below knees.
- Must be in good physical health and demonstrate emotional stability.
- May be required to lift, push, pull and move equipment in excess of 5-10 lbs. throughout the workday.
- The Executive Director position is a semi-sedentary one and does require time spent sitting at a desk.
- A minimum of 25% of the workday is spent in communication with residents, families, and the general public.