

**PORTAGE COUNTY GUARDIANSHIP SERVICES BOARD  
POSITION DESCRIPTION**

**Job Title: Portage County Guardianship Services Board Executive Director**

**Department: Administration**

**Report To: Portage County Guardianship Services Board**

**Hours: Flexible working hours or otherwise determined by needs of Board**

**Position Status : Full time; Permanent; Exempt; Unclassified**

**Benefits: As approved by appointing authority**

**JOB PURPOSE AND OVERVIEW**

The Portage County Guardianship Services Board, (“GSB”) created on \_\_\_\_\_, is established, organized, and functions under the authority of the Ohio Revised Code, including various chapters and sections, but in particular Chapter 2111 of the Code. The Board was created to administer a public, adult guardianship program serving mentally incompetent and/or developmentally disabled wards of Portage County through appointments by the Portage County Probate Court Judge as funding permits.

The mission of the Portage County Guardianship Services Board (“GSB”) is to serve the citizens and residents of Portage County, Ohio, by developing and implementing a quality program of adult public guardianship services to offer to as many of the mentally incompetent, developmentally disabled, and otherwise qualified individuals of Portage County residents requiring guardianship services for whom such adequate services are not otherwise available as is financially feasible. The GSB pledges to earnestly serve as guardian of the person and or estate to those qualifying Portage County wards for whom it is appointed as guardian by the Portage County Probate Court. The GSB will faithfully work with the sponsoring organizations and the Portage County Probate Court to achieve their common goals of an improved quality of life for its adult wards through a quality public collaboration.

The Executive Director, (hereinafter often referred to as the “ED”), reports to the Board. They will be the chief administrative officer in the implementation of the GSB and its programming, with a commitment to GSB’s mission. The Executive Director shall represent the GSB in hearings to receive appointments as guardian of the person and/or estate

conducted by the Portage County Probate Court. The position is primarily responsible for assisting in the creation and development of policies and procedures and for the direct administration of the GSB office.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE ED**

1. Overall operational responsibility for the GSB.
2. As funding permits, assist in the establishment and administration of a system of collecting and reporting relevant and non-personal identifiable information and data regarding the GSB guardianships, wards, and cases.
3. As funding permits, identify and ensure effective systems to track progress and regularly evaluate program components and consistent quality of administration to measure successes to be effectively communicated to the Board, funders, and other constituents with an emphasis on the successes of the Board as a model for regional and national replication.
4. Endeavour to build strong relationships with the funders as well as political and community leaders.
5. Diligently and competently handle duties and responsibilities as legal representative in hearings for appointment of the GSB as guardian of the person of any mentally incompetent, developmentally disabled, or otherwise qualified individual for whom the GSB has filed an application.
6. Create, draft, amend and otherwise developing the rules, policies and strategic plan for efficient GSB operations and programing, as requested by the Board.
7. Assist the Board members in the annual preparation and approval of a GSB Board budget and administer same.
8. Develop, maintain, and support as requested a strong Board. Seek out and build board involvement with strategic direction for ongoing operations and expertise needs.
9. Seek out, recruit, and retain GSB both professional and amateur volunteers.
10. Organize, develop, and host training opportunities for GSB staff, GSB volunteers and Portage County Guardians.
11. Actively engage and energize GSB volunteers, Board Members, and partnering organization and funders.
12. Implement and administer overall strategic and operational responsibility for the GSB.
13. Supervise, evaluate, train, and manage the Board staff, if any, consisting of secretarial, administrative and social services case manager employees. Draft position descriptions for any Board staffing positions. Actively participate in the recruitment and hiring of qualified staff members to fill said positions, if any.
14. As funding permits create, promote, and foster an exemplary public impression and awareness of the GSB through public communication and policy development, paying

special attention to working with and developing alliances with representatives of related and sponsoring organizations as well as creating a web presence to external relations with the goal of creating a strong brand.

15. Identify and offer, as funding permits, training and development activities to support staff and Board Members. Attend board and committee meetings of the GSB as requested by the Board Chairperson.
16. Flexible working hours includes some weekend and evening duties.
17. Responsible for finding funding opportunities for an organization and writing polished proposals to earn grant money.
18. Organize events and campaigns to raise money and other kinds of donations for the GSB.

### **QUALIFICATIONS AND REQUIREMENTS**

All candidates should have proven leadership, coaching, and relationship management experience. Candidates must have a combination of education, experience, and personal characteristics that demonstrate the candidate's ability to perform the duties of the ED position.

#### **Minimum requirements include:**

1. A verifiable degree from an accredited college / law school
2. Have at least ten (10) years of professional experience, preferably with supervisory/executive responsibilities;
3. Have at least five (5) years of experience working in the field of social services, guardianship, guardianship administration, or in court environments; and
4. Have a workable knowledge of budgeting, financial reporting, and compliance with relevant legislative requirements.

#### **Preferred Qualifications include:**

1. Previous academic study or employment in social work, psychology, sociology, civil or criminal litigation, or a related field.
2. A workable understanding of legal and clinical terminology;
3. A workable knowledge of or experience working with the Alcohol, Drug Addiction and Mental Health Board of Portage County or the Portage County Board of Developmental Disabilities;
4. At least ten (10) years of prior management experience;
5. Core course work in areas related to mental health and substance abuse;
6. Experience in direct clinical care, the Ohio courts, or a related field.

### **BOARD EXPECTATIONS OF ED**

In completing the duties and responsibilities of the position, the Board expects that the ED will adhere to all PCGSB policies, guidelines, practices and procedures; act as a positive community role model; perform duties as workload necessitates in a timely, accurate, competent, and thorough manner; and communicate regularly with the Board regarding material, substantive GSB issues.

### **AT-WILL EMPLOYMENT**

Like any and all GSB employees, the Executive Director is an at-will employee and serves at the pleasure of the Board. The Executive Director is not in the classified civil service system and is not a member of any bargaining unit(s).

### **SEND COUNTY APPLICATION, RESUME AND COVER LETTER TO:**

Heather Gyekenyesi, Magistrate / Court Administrator  
Portage County Probate Court  
203 W. Main Street  
Ravenna, Ohio 44266

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

**The PCGSB is an Equal Opportunity Employer. The PCGSB will not discriminate on the basis of any federal, state, or local protected status or class including, but not limited to, race, religion, ancestry, marital status, gender, sexual orientation, age, physical or mental disability, veterans' status, political service or affiliation, color, or national origin in any aspect of its employment decisions.**