



**JOB TITLE:** VICE PRESIDENT OF ADMINISTRATION (INTERIM)  
**FLSA STATUS:** Exempt  
**SALARY:** \$92,733 - \$129,826 annually  
**REPORTS TO:** CHIEF EXECUTIVE OFFICER (CEO)

### **PRIMARY PURPOSE OF JOB**

The Vice President of Administration (VP Admin.) is responsible for the day-to-day functions of administrative areas of responsibility in accordance with current federal, state, and local standards, guidelines, and regulations that govern our organization to ensure that the highest degree of employee support functions which ensure quality services can be provided at all times. The VP Admin. ensures that administrative staff demonstrate practices that support the organization's day-to-day work and vision for the future. The VP Admin. is entrusted to provide innovative, responsible opportunities with the creation and implementation of new ideas and concepts that continually improve systems and processes for the administrative functions to achieve superior results. The VP Admin. works closely with the Vice President of Compliance (VP Comp.) and the Vice President of Operations (VP Ops.) to nurture and grow the culture of accountability throughout the organization. Will supervise employees as assigned by the CEO.

This position will be Interim as per the AF Employee Handbook for a period of one year. During this time, the employee will be given intermittent training, will be able to determine if his/her new position is suitable, and the organization will have the opportunity to evaluate the employee's work and performance and/or effectiveness of the position itself for the organization. An informal performance review will be conducted by the employee's supervisor at approximately 90 days and/or around the time of completion of the "Interim Position Appointment". The "Interim Position Appointment" will end following the employee's completion of continuous and satisfactory service for the requisite time set forth in the employee's job description.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

Responsible for planning, initiating, directing, coordinating, implementing, and ensuring timeliness in all administrative activities. The VP Admin. has the administrative authority, responsibility, and accountability necessary for carrying out assigned duties. Responsible for the day-to-day administrative activities of the organization and keeping the CEO informed of such activities.

The VP Admin. is a professional who provides inspiration, motivation, and guidance to AF leaders and directs the company's administrative team to make sure it achieves its objectives effectively and efficiently. The VP Admin's oversight includes areas in supporting roles to the overall operations. Responsible for day-to-day management activities of assigned positions. The VP Admin. is ultimately responsible for the overall management of all administrative staff and overseeing employee productivity and is entrusted to provide innovative, responsible opportunities with the creation and implementation of new ideas and concepts that continually improve the capacity of staff to achieve superior results. As such, the VP Admin. works with the Vice President of Compliance (VP Comp.) and the Vice President of Operations (VP Ops.) in implementing guidelines for administrative functions. The VP Admin. shall work with the VP Comp. to ensure administrative staff maintain compliance with standards, guidelines, and regulations that govern AF. The VP Admin. is responsible for horizontal communication across the organization to ensure that AF's core values are synchronous and applied in all areas. Has the administrative authority, responsibility, and accountability necessary for carrying out assigned duties. Works closely with VP Comp. and VP Ops.

#### General Duties and Responsibilities

1. Manage administrative activities of the agency and ensure compliance with state and federal regulations.
2. Provide the CEO with recommended goals for the administrative teams' and conduct an annual evaluation of goal achievement.
3. Ensure implementation of governing board policies and procedures and make recommendations for new policies and policy revisions.

4. Monitor monthly performance of areas of responsibility, discuss with CEO and intervene as needed.
5. Access educational opportunities, while ensuring primary responsibilities are met, to gain knowledge of best practices, trends and new rules and regulations in the field.
6. Promote the values, mission, and objectives of Abilities First internally, to include uniform and consistent training managed by the Human Resource Department, and externally through interaction with people outside the organization.
7. Interpret accreditation standards, certification principles, Medicaid requirements, etc. and ensure implementation by responsible administrative staff.
8. Monitor Monthly performance of areas of responsibility in relation to the budget and intervene as needed.
9. Ensure the Abilities First mission, vision, and core values are evident in all of the administrative team's work.
10. Ensure implementation of governing board policies and procedures in all Abilities First administrative functions.
11. Schedule regular meetings with direct report staff to provide supervision, ensure communication and to monitor administrative functions.
12. Assist CEO in creating and maintaining an atmosphere in which employees demonstrate respect warmth, personal interest, and positive emphasis, as well as a calm environment throughout the organization.
13. Adhere to Abilities First policies and procedures and participate in facility quality improvement and safety programs.
14. Works with administrative department Directors and Management to establish both short-term and long-term goals and metrics and conduct an annual evaluation of goal achievement.
15. Oversee, manage and mentor all direct reports for continuous improvement services and supports provided by the agency. Conduct and document annual performance evaluations on each direct report staff.
16. Monitor weekly, monthly, and annual performance of areas of responsibility in relation to quality and quantity of service provided and budget and intervene as needed.
17. Responsible and accountable for every aspect of the departments/areas under supervision.
18. Work with VP Comp. to develop and implement systems to ensure compliance with state and federal regulations.
19. Ensure each administration team develops and implements scorecards that are effective at clearly indicating trends and goals and where each department is in relation to those goals.
20. Attend all Abilities First Board meetings.
21. Participate in development and implementation of Abilities First's strategic plan and strategic plans for departments overseen and ensure all administrative staff understand their role in adhering to and achieving the strategic plan goals for the department and the organization.
22. Evaluate data systems, analyze data for trends and efficiencies and make recommendations as needed.
23. Assist CEO in creating and maintaining an atmosphere in which employees demonstrate respect warmth, personal interest, and positive emphasis, as well as a calm environment throughout the organization.
24. Communicate information necessary for administration of the organization to CEO, including but not limited to regular communication related to overall departmental successes and problems, personnel concerns, business and strategic issues.
25. Adhere to and promote Abilities First policies and procedures and participate in facility quality improvement and safety programs.
26. Responsible for upholding standards of CARF International to ensure that Abilities First's administrative employees effectively integrate all documentation as outlined in accreditation standards from CARF International to achieve and maintain CARF Accreditation.
27. Provide continuous improvement services and feedback to CEO, VP Comp., and VP Admin to assist in improving the processes and procedures necessary for the organization's best practices in administrative functions.
28. Facilitate the consistent review and update of administrative procedures, manuals and forms through a scheduled annual review process ensuring a continuous process of quality improvement and conformance for the agency to maintain its alignment with its mission, vision and core values.
29. Communicate openly, frequently, and professionally, treating everyone with courtesy, tolerance, and respect.
30. Promote a family-friendly atmosphere that is flexible, accessible, hospitable, and approachable.
31. Empower others toward personal growth, productivity, independence, and responsibility.

32. Be courageous and diligent in identifying opportunities and risks, making informed decisions that reflect prudent judgment.
33. Support team goals and decisions and respond to the expressed needs of others with empathy followed by compassionate action.
34. Promote a culture of positivity and teamwork and give all ideas a fair hearing.
35. Maintain the privacy and confidentiality of AF information, including but not limited to adherence to policies and procedures pertaining to protected health information.
36. Report information regarding known or suspected violations of applicable laws, regulations, ethical standards or AF policies as soon as you become aware of such, in compliance with Employee Handbook.
37. Must be able to pass a background screening.
38. Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
39. Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at *no less than 25 mbps* in order to work remotely from home with provided laptop and office equipment.
40. Must be able to drive for work-related assignments.
41. Overnight travel may be required occasionally.
42. Perform other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Responsible, dependable, detail-oriented and results oriented.
2. Able to maintain high level of confidentiality.
3. Must possess demonstrated skills related to management, planning, budgeting, marketing and quality improvement.
4. Must have excellent oral and written communication skills.
5. Must have excellent supervisory and interpersonal skills.
6. Must possess the ability to make independent decisions when circumstances warrant such action.
7. Must possess the ability to deal tactfully with personnel, individuals, family members, government agencies/personnel, and the general public.
8. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, etc., that are necessary for providing quality services and maintaining a sound operation.
9. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
10. Must be able to maintain good personnel relations and employee morale.
11. Must be able to read and interpret financial records, reports, etc.
12. Must be knowledgeable of computer systems, system applications, and other office equipment.
13. Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, individuals, family members, visitors, and government agencies/personnel.
14. Dedication to the mission, vision and values of Abilities First.
15. Proactive, able to work independently and excellent problem-solving skills.
16. Strong leadership abilities.
17. Demonstrate a professional work ethic.
18. Light lifting required. Extensive sitting.

## **CORE COMPETENCIES**

- *Adaptability* – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or

cultures.

- *Continuous Improvement* – Originating action to improve existing conditions and processes, identifying improvements opportunities, generating ideas, and implementing solutions.
- *Contributing to Team Success* – Actively participating as a member of a team to move the team toward the completion of goals.
- *Decision Making* – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- *Engagement Readiness* – Demonstrating a willingness to commit to one’s work and to invest one’s time, talent and best efforts in accomplishing organizational goals.
- *Leadership Disposition* – Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behavior styles that meet the demands of the leader role.
- *Planning and Organizing* – Establishing courses of action for self and others to ensure that work is completed effectively.
- *Quality Orientation* – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period.
- *Technical/Professional Knowledge and Skills* – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area, keeping up with current developments and trends in area of expertise.

## EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree required, Master’s Degree in public administration, business administration, Social Work or closely related field preferred. Experience may be substituted for education.
- Minimum of ten years of experience and demonstrated success in problem solving, organizational development and creating efficiencies that contribute to the success of the organization.
- Minimum experience working with
- Experience in governmental and/or nonprofit administration strongly preferred.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.				X
<b>Standing/Walking:</b> Must be able to move about the work area.	X			
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			

<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Driving:</b> Must be able to drive locally for work-related assignments.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

**Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties**

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment.
- May be required to work some overtime hours during specific periods of the accounting cycle such as the Annual Audit

*The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

\_\_\_\_\_  
Date

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