

Alaska Health Care Commission
Executive Director
Job Description
Approved xxx, xx, 2009

The Executive Director is the principal administrator of the Alaska Health Care Commission, reporting to the commission through the commission chair, and serving at the pleasure of the commission. The Executive Director is in the exempt service of the Alaska state government.

Duties:

The duties of the executive director are to:

1. Assist the commission to develop short-range strategic and long range comprehensive plans necessary for fulfilling its duties and responsibilities to improve health care in Alaska. Ensure the commission has a strategy and process in place to support achievement of its duties and responsibilities.
2. Develop and implement an annual work plan of the commission as approved by the commission.
3. Provide information and advice to the Chair, commission and committees of the commission in the creation of policies, programs, and strategic direction of the commission.
4. Maintain a working knowledge of significant development and trends in the area of health care system improvement, and facilitate access to pertinent information by commission members.
5. Ensure all commission meetings are fully supported to facilitate optimal use of commissioners' time and effectiveness in achieving meeting outcomes. This duty includes:
 - a. Assisting the Commission Chair in planning the agenda
 - b. Arranging for presenters
 - c. Compiling and creating meeting materials for distribution prior to the meeting
 - d. Assisting with the facilitation of group process
 - e. Ensuring appropriate facility and meeting equipment arrangements are made
 - f. Overseeing travel arrangements for commission members
 - g. Ensuring meeting minutes and other follow-up activities are completed.
6. Oversee the general management and business functions of the commission in accordance with state and federal requirements, including oversight of financial resources and contracting for consultant and other services,

7. Assist the commission to develop, implement, and maintain appropriate governance structures and policies. Maintain official records and documents of the commission, and ensure compliance with pertinent state laws and regulations.
8. Ensure that the operation of the commission is held to the highest professional and ethical standards.
9. Facilitate the orientation of new commission members.
10. Develop and maintain positive working relationships with stakeholder organizations, such as health care professional and provider groups, training programs, regulatory agencies, funders, and consumers.
11. Develop, implement, and maintain an effective external communication plan, including oversight and regular update of the commission's web site and listserv, development of press releases, organization of community forums and public hearings, and presentations to stakeholder groups.
12. Respond to requests for information regarding the work of the commission.
13. Prepare and disseminate the commission's annual report.

Qualifications:

A Bachelor's Degree, plus 10 years experience working in the health care or public health field, at least three of which included planning and policy development responsibilities.

Or

A Masters Degree or higher, plus 8 years experience working in the health care or public health field, at least three of which included planning and policy development responsibilities.

A history of success in leading and managing complex projects, strategic planning processes, and system improvement efforts.

Effective leadership and organizational skills.

Excellent oral and written communication skills.

In-depth knowledge of management processes, including organizational planning and support, budgeting and financial management, procurement policies, and human resource management.

Ability to function with minimal direction and supervision.

Salary:

Commensurate with experience and as allowed by the exempt service salary schedule and policies.