Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

Joseph G. Cannon Building 201 N. Vermilion Danville, IL 61832
Phone: (217) 554-6005 Fax: (217) 554-6010 e-mail: njboose@vercounty.org

Notice of Job Vacancy

DATE: November 25, 2025

POSITION: ***Executive Director***

DEPARTMENT: Vermilion County Mental Health 708 Board (VCMHB)

TERMS OF EMPLOYMENT: Full-time

CLASSIFICATION: Appointed Official

BASIC FUNCTION: Performs duties necessary to carry out the purpose of the Community Mental Health Act HB 708, as interpreted by the VCMHB for the residents of Vermilion County. Reports to the VCMHB of Directors.

DESIRED REQUIREMENTS: Master's Degree or equivalent, or four to ten years of experience or training in the Human Services field; or equivalent combination of education and experience which provides the required knowledge, skills and abilities.

STARTING SALARY: $70,000-$78,351

APPLICATION PERIODS: November 25, 2025 Until position is filled

METHOD OF APPLICATION: Apply in person or send applications to:

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available on-line at www.vercounty.org
AA/EOE

Benefits include: IMRF pension participation; affordable health, dental and vision available; Paid Time Off allowance; 14 holidays.

POSITION CLASSIFICATION DESCRIPTION

EXECUTIVE DIRECTOR **BARGAINING UNIT: EXCLUDED**
MENTAL HEALTH 708 BOARD

HIRED BY AND REPORTS TO: MENTAL HEALTH 708 BOARD of DIRECTORS
SALARY: SET BY BOARD

DISTINGUISHING FEATURES OF WORK:

Under general direction of the Mental Health 708 Board of Directors, responsible for carrying out the purposes of the Community Mental Health Act HB 708, as interpreted by the Vermilion County Mental Health 708 Board for the residents of Vermilion County.

ILLUSTRATIVE EXAMPLES OF WORK:

General Administration:

01. Administers the operation of the Vermilion County 708 Board consistent with the policies of the Board and with HB 708.
02. Recommends policies to the Board of Directors and/or assists the Board of Directors in the formulation of policies for the effective operation of the VCMHB.
03. Work to ensure implementation of the policies adopted by the VCMHB.
04. Works to ensure the legal obligations of the VCMHB are met.
05. Oversees compliance to the 708 Funding Policies and Procedures by agencies receiving 708 Board grant funds.
06. Keeps informed and knowledgeable of current funded agency services, programs, revenues and expenditures.
07. Prepares reports and makes recommendations to the Board of Directors on new proposed services and/or programs seeking VCMHB funding.
08. Completes other duties assigned and approved by the full Board of Directors.

Personnel:

09. Recruits staff for vacant and/or new positions as necessary.
10. Supervises and directs staff in the performance of their duties.
11. Conducts and prepares employee evaluations annually.
12. Provides overall control and direction to the personnel of the 708 Board. Responsible for staff disciplinary action including reprimands, suspensions and termination.

Fiscal:

13. Conducts on-site monitoring visits of agencies receiving 708 Board grant funds.
14. Directs all financial operations of the agency.
15. Prepares the 708 Board Administrative budget annually.
16. Thoroughly reviews grant requests and prepares reports and makes recommendations to the Board of Directors in their preparation of the 708 Board Grant-in-Aid budget and fee for services.
17. Makes recommendations to the Board of Directors for any changes in the annual budget as necessary.

Board Relations:

18. Reports to the Board of Directors

19. Develops and recommends to the Board of Directors long and short range plans for the development of policies, programs and services.
20. Maintains responsible relations with 708 Board members and Board committees.
21. Keep Board members informed
22. Prepares Board agenda and working papers for monthly and/or special meetings.
23. Makes recommendations for the establishment of Board committees for the accomplishment of special tasks and assists those committees as necessary towards completion of those tasks.

Community Relations:

24. Acts to establish and maintain cooperative and professional relationships with professional and human service groups in the community.

External Relations:

25. Acts to establish and maintain responsible and cooperative relationships with state and local governmental units and other agencies in similar fields of service.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training in the field of Human Services; or equivalent combination of education and experience.

COMPUTER SKILLS

Requires thorough working knowledge and experience in personal computer applications including spreadsheets, word processing and graphics.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

In accordance with the Vermilion County Mental Health 708 Board, the above is an accurate description of the duties and functions of the stated position in this department.

_____ _____

Date