

Who we are and what we do:

The Health Services and Development Agency has jurisdiction and powers relating to the certification of need and related reporting of all health care institutions.

Key Competencies for this role:

Strategic Skill

- o Business Acumen
- o Functional/Technical Skills
- o Intellectual Horsepower

Operating Skills

- o Priority Setting
- o Delegation
- o Directing Others

Courage

- o Conflict Management

Energy and Drive

- o Action Oriented

Organizational Positioning Skills

- o Organizational Agility
- o Political Savvy

Personal and Interpersonal Skills

- o Approachability
- o Caring About Direct Reports
- o Boss Relationships
- o Managing Diversity
- o Managing Vision and Purpose
- o Ethics and Values

Executive Director

Department of Health Services and Development Agency
State of Tennessee

The Department of Health Services and Development Agency is seeking to fill the position of Executive Director. The Executive Director shall be qualified by education and experience and shall demonstrate knowledge and experience in the areas of public administration and health policy development. The Executive Director shall direct the administration of the Certificate of Need Program, oversee its budget and employ such personnel (within the budget) to assist in carrying out its duties.

Key Responsibilities Include:

- Oversee the Certificate of Need (CON) program, including the monthly receipt and review process for applications, annual reviews, data reporting, staff determinations, promulgation of rules and regulations, policies and procedures, and recommendations regarding necessary amendments to the Certificate of Need statute.
- Maintain an open and transparent CON process by keeping a written record of related proceedings and transactions of the agency and making available upon request; encourage public participation in process by publicizing local fact-finding hearings.
- Provide required public notice of regular meetings and hearings, including agendas for consent and emergency calendars.
- Represent the agency in discussions with the Governor's staff, the Attorney General, the Comptroller, other executive service agencies, the General Assembly, professional and lay organizations, legal counsel for applicants in judicial appeals, and the public.
- Oversee and approve the annual budget process by the date set by the Department of Finance & Administration, and supervise the expenditure of funds.
- Support Agency members with on-going training and information related to Board interests, relevant State policies, and their statutory duties.
- Foster a positive work culture that promotes teamwork, an ethical and respectful work environment, and excellent customer service.
- Coordinate agency recusal process. Ensure that board members and staff review and acknowledge statutory conflict of interest provisions annually.

To apply:

Please submit your resume to Kimberly.Mantlo@tn.gov by November 16, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.