

## **Alaska Mental Health Trust Authority Class Specifications**

**Class Title:** Chief Executive Officer  
**Reports to:** Board of Trustees  
**Class Range:** 28  
**Last updated:** June 25, 2024

### **Position Description**

Under general direction of the board of trustees and in partnership with the board, the Chief Executive Officer (CEO) is responsible for the oversight of the Alaska Mental Health Trust Authority (the Trust). The board and the CEO work together to accomplish the Trust's mission and vision and assure that the Trust is accountable to its beneficiaries.

The board delegates responsibility for management of operations to the CEO who has the authority to carry out these responsibilities in accordance with the Mental Health Trust Settlement, Alaska Statutes and Regulations, the Trust's bylaws and charters, and direction and policies established by the board. The CEO is responsible for management of relationships with key department partners including the Departments Revenue (DOR), Health (DOH), Family and Community Services (DFCS), Corrections (DOC) and statutory advisory boards. The CEO is responsible for oversight of the Trust Authority Office (TAO) pursuant to the Trust's bylaws and charters.

The CEO provides advice and counsel to the board of trustees as it carries out its statutory governance functions authorized under AS 44.25.230.

Duties and responsibilities include, but are not limited to:

### **Key accountabilities**

#### **1. Mission, policy and planning**

- a) Works with the board and staff to implement the Trust's mission, communicate it effectively to staff, state agencies and statutory advisory boards, and ensure the mission serves continuously as an inspiration and guide.
- b) Works with staff to develop and implement systems required to execute the mission effectively.
- c) Keeps informed of factors and trends impacting the ability of the Trust to implement the Trust's mission and management of Trust assets.
- d) Keeps the board and public informed regarding the State of Alaska's comprehensive integrated mental health program, monitoring and evaluating effectiveness on an ongoing basis.
- e) Assists the board to monitor and evaluate the performance, effectiveness, and results of the Trust Authority Office (TAO), the TLO, and investments managed by Alaska Permanent Fund Corporation (APFC) and DOR.
- f) Responsible to the board of trustees to prepare and implement the Trust strategic plan and update on an annual basis.

#### **2. Management and administration**

- a) Develops programming, grant making and grant management strategies and systems that are effective and aligned with the Trust's vision/mission and ensures that such strategies and systems are implemented and evaluated.
- b) Develops accountability standards and systems that track and report on the financial and administrative performance of the TAO and the assets managed by the APFC.
- c) Develops risk management strategies and systems for and with the board of trustees that align with the Trust's vision/mission and ensures any risks are mitigated and that any policy or system changes identified are implemented and evaluated.

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3. Personnel management
  - a) Directly supervises the TAO Chief Operations Officer, Chief Financial Officer, and Chief Communications Officer.
  - b) Responsible for staff development and training.
  - c) Establishes initiatives to ensure a work environment that recruits, retains and supports a diverse and high performing team.
  
4. Financial management
  - a) Working with the Chief Financial Officer (CFO), oversees the financial management of the Trust including budgeting, reporting, auditing and maintaining effective internal controls for the protection of the Trust's asset.
  - b) Provides recommendations to the board based on periodic review of Trust initiatives, financial reporting and asset management operations for conformance to board policies.
  - c) Works with the board to ensure financial support of all Trust activities.
  
5. Governance
  - a) Works with the board to continually evaluate its governance functions and documentation to effectively demonstrate proper implementation of board authority to accomplish the mission of the Trust.
  - b) Facilitates board action on long-range strategic issues relative to the comprehensive integrated mental health program plan.
  - c) Provides recommendations to the board with respect to public policy issues affecting the Trust and its beneficiaries.
  
6. Public Relations and Brand Management
  - a) Defines and implements a public relations plan for the Trust that clearly identifies public relations and brand priorities and strategies. Monitors performance against the plan, reports to the board, and ensures that the plan is updated annually.
  - b) Defines and implements a public education plan to advocate for beneficiaries and their place in society. Monitors performance against the plan, reports to the board, and ensures that the plan is updated annually.
  - c) Interacts with Alaskans who experience a mental health disorder, addiction, developmental disability, dementia, Alzheimer's disease, traumatic brain injury or other cognitive impairment as well their family, friends, others acting on their behalf, and those providing services to them.
  - d) Works with legislators, advisory boards, key state agencies, Alaska Native organizations, service providers, and beneficiaries to promote legislative and regulatory policies that ensure the State's comprehensive integrated mental health program is in place to provide services and supports to Trust beneficiaries.
  - e) Serves as chief spokesperson of the Trust and ensures proper representation of the Trust to relevant forums, stakeholder groups and the public.
  - f) Initiates, develops and maintains cooperative relationships with key stakeholders.
  - g) Actively seeks opportunities to gain funding for beneficiary services from state and federal agencies, corporations, and other philanthropic organizations and coordinates with outside organizations to advance the interests of beneficiaries.

### **Minimum qualifications**

Bachelor's degree in business, management, finance, public administration, public health or related fields is required. Graduate degree in business, public administration or health related field is

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preferred.

Minimum of 10 years in a senior management role of an organization such as a foundation, trust, private company or other autonomous or semi-autonomous organization or local, state, tribal or federal government.

The successful applicant must sign the State of Alaska’s Confidentiality of Information Acknowledgement form and agrees to and must pass a criminal background check if requested by the board of trustees.

**Reasonable Accommodation**

It is the Trust’s business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. The Trust is an equal opportunity employer and does not tolerate discrimination or harassment of any kind.

**Performance Review**

The board of trustees will review and evaluate in writing the CEO’s performance in carrying out policies, procedures, and directions of the board annually. The board will ensure that the CEO has clear accountabilities and authority and will balance support for achievement with ensuring accountability for performance.

Employee meets essential functions and accepts job responsibilities as outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The board of trustees has reviewed the job responsibilities as described in this document and has discussed expected standards of performance with the employee.

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This job description is not an employment agreement or contract. The board of trustees has the exclusive right to alter the scope of work within the framework of this job description at any time.