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Unified Community Services
Serving Grant and Iowa Counties

Interim Agency Director

Unified Community Services (UCS) is seeking an experienced, collaborative public-sector leader to serve as its Agency Director. The Agency Director provides executive and administrative leadership for UCS programs and services under the direction of the Oversight Commission. The individual selected may serve as a UCS employee or as an independent contractor, subject to the terms established by the UCS Oversight Commission.

This limited-term assignment is anticipated to last 12 to 18 months and is expected to work up to 80 hours every two weeks. The Agency Director is responsible for operational, financial, programmatic, and regulatory oversight of community human services programs serving Grant and Iowa Counties.

The selected candidate's employment or contractual arrangement, compensation, schedule, and scope of services will be determined by the UCS Oversight Commission and outlined in the applicable agreement.

Minimum Qualifications

- Strong knowledge of mental health, developmental disabilities, and substance abuse services, with proven administrative and leadership experience.
- Experience in government or intergovernmental operations, public budgeting, and regulatory compliance (Wis. Stats. 51.42/51.437, DHS 75).
- Successful completion of caregiver background checks.
- Valid driver's license, reliable transportation, and required insurance coverage.

How to Apply

A Grant County application and full job description may be obtained at **www.co.grant.wi.gov** or by contacting Grant County Human Resources (608) 723-2540.

To be considered, **applicants must submit a letter of interest, resume, and Grant County application**. Application materials may be emailed to **employment@co.grant.wi.gov** or mailed to the address below.

Contract Proposals will also be considered during the Screening process. Contact **employment@co.grant.wi.gov** with questions concerning this option.

Screening of applicants will begin immediately and will continue until the position is filled.

Grant County Human Resources
111 S. Jefferson St. - P.O. Box 529
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

Unified Community Services – Agency Director Job Description
AGENCY DIRECTOR

Fair Labor Standards Act (FLSA) Status: Executive Employee Exemption

I. STATUTORY POWERS AND DUTIES

The Agency Director shall have all administrative and executive powers necessary to manage, operate, maintain, and improve the programs of Unified Community Services, subject to the supervisory authority of the Oversight Commission as established under the 2025 Intergovernmental Agreement.

The Director shall:

1. Prepare an annual comprehensive plan and budget of all funds necessary for programs and services, establishing priorities and objectives for the year and modifying long-range objectives as needed. Budget preparation must follow the timelines and guidelines set by the Oversight Commission.
2. Prepare intermediate-range plans as necessary.
3. Prepare an annual report of program operations.
4. Prepare all required reports to the Department of Health Services (DHS) and County Boards, including reports required under federal and state statutes.
5. Recommend to the Unified Board matters related to policy, and program service changes.
6. Allocate services among recipients to reflect available resources.
7. Comply with all state requirements and applicable administrative codes.
8. Advise the Unified Board on whether services should be provided directly or contracted, subject to final approval from the Oversight Commission.
9. Keep the Unified Board fully informed through monthly reports and attendance at Board meetings, and keep the Oversight Commission informed of all operational, financial, and programmatic matters.

II. ADDITIONAL RESPONSIBILITIES

1. Provide for an annual audit and ensure all audit requirements established by the Oversight Commission and Grant County (as fiscal agent) are met, including Single Audit compliance.
2. Organize daily program operations and maintain written policies and procedures. All personnel and administrative policies must remain consistent with Grant County policies unless modified by the Oversight Commission.
3. Delegate responsibilities to qualified staff as appropriate and as permitted under Oversight Commission authority.
4. Supervise business affairs to ensure funds are collected and expended efficiently, following the financial allocation formula established under the Intergovernmental Agreement.
5. Implement personnel policies approved by the Oversight Commission, consistent with Grant County personnel policy.
6. With approval from the Oversight Commission, appoint a Medical Director who meets statutory and professional qualifications.
7. Serve as the legally responsible entity owner and operator for DHS 75 services, including completion of required background checks.
8. Coordinate with the Corporation Counsels of Grant and Iowa Counties regarding legal matters, including assignment of primary counsel and engagement of outside counsel when necessary.
9. Ensure compliance with facility use agreements and manage facility-related operational needs.
10. Implement new programs, significant program changes, or discontinuations as approved by the Oversight Commission and the Unified Community Board.

III. QUALIFICATIONS

1. Demonstrated interest in and knowledge of mental health, developmental disabilities, alcohol and drug addiction issues, with appropriate training, experience, and administrative ability.
2. Experience in governmental or intergovernmental operations, public budgeting, and regulatory compliance under Wis. Stats. 51.42, 51.437, and DHS 75.
3. Completion of a caregiver background check under DHS 12 without disqualifying findings unless rehabilitation approval is granted.

IV. GENERAL RESPONSIBILITIES

1. Maintain a valid driver's license and dependable transportation.
2. Maintain a minimum of $100,000 automobile liability insurance on any vehicle driven for agency business.
3. Report directly to the Oversight Commission and participate in annual evaluation and performance planning.
4. Ensure compliance with all Grant County fiscal agent requirements, internal controls, and financial reporting policies.
5. Coordinate operational, programmatic, and financial matters with the County Administrators of Grant and Iowa Counties.

Updated 2025 to reflect requirements of the Amended and Restated Intergovernmental Agreement.

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

_____ ____/____/____

Employee Date