



STRATEGIC INITIATIVES DIRECTOR

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Exempt

DEFINITION:

The Strategic Initiatives Director (SID) is a senior leader responsible for driving forward Tri-City's high-priority initiatives and cross-sector collaborations. This role leads the design, development, and implementation of transformative projects that expand services, strengthen partnerships, and secure sustainable funding streams. The SID ensures alignment with Tri-City's long-term strategic goals, with a particular focus on system transformation which includes all aspects of TCMHA's FFP/Medi-Cal, Behavioral Health Services Act (BHSA), and Social Service Program development.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Executive Director. Exercises direct supervision over professional, technical, and administrative staff through subordinate levels of supervision.

DISTINGUISHING CHARACTERISTICS:

The Strategic Initiatives Director (SID) serves as Tri-City's senior leader responsible for advancing high-impact, cross-agency initiatives that shape the organization's long-term direction. The role is future-focused, project-oriented, and cross-departmental, serving as a bridge between strategic vision and agency-wide execution.

The SID's work is distinguished by its strategic scope, organizational reach, and emphasis on systems-level change. The position provides conceptual and operational leadership for initiatives that require multi-department alignment, long-range planning, and coordinated implementation across Finance, Operations, Programs, and Administrative divisions. Unlike classifications responsible for daily operations, program management, or direct service delivery, the SID focuses on planning, designing, and steering major initiatives that enable agency growth, modernization, and transformation.

This role ensures Tri-City remains adaptive and forward-looking by guiding the strategic direction of complex initiatives; fostering collaboration across internal teams and external partners; and supporting the evolution of agency systems, infrastructure, and service capabilities. The SID is distinguished by its emphasis on innovation, strategic integration, and agency-wide impact — translating organizational priorities into actionable frameworks that position the agency for long-term success.

ATTACHMENT 8-B

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

Strategic Planning & Implementation

- Collaborate with the Executive Director and executive leadership team to develop and execute organizational strategic initiatives.
- Lead cross-departmental efforts to launch all new programs, projects, and community partnerships.
- Monitor and evaluate outcomes of initiatives, ensuring alignment with Tri-City’s mission and Mental Health, Behavioral Health Services Act (BHSA), and general Social Services priorities.

Partnership Development & External Relations

- Cultivate and maintain strong relationships with mission-connected government agencies, healthcare systems, community-based organizations, and funders.
- Represent Tri-City in regional and statewide initiatives focused on behavioral health system transformation.
- Identify opportunities for collaboration that enhance service delivery and funding opportunities.

Program & Policy Innovation

- Lead efforts to research and design innovative behavioral health and inclusive supportive services programs.
- Track emerging trends, legislation, and funding opportunities relevant to Tri-City’s work.
- Provide policy analysis and strategic recommendations to the Executive Team and Board.

Resource Development & Sustainability

- Partner with Executive Administration, Finance, and Program teams to secure and manage grants, contracts, and public-private partnerships.
- Develop business plans and sustainability models for major initiatives.
- Assist in capital project planning and execution, including housing development projects.

Leadership & Organizational Development

- Serve as a thought partner to the Executive Team and Governing Board in advancing Tri-City’s long-term vision.
- Lead cross-functional teams and task forces to deliver complex projects.
- Provide mentorship and guidance to staff engaged in strategic projects.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of education, training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education, Training, and Experience:

Bachelor's degree in public administration, Project Management, Business Administration, Social Work, or related field and a minimum of five (5) years of experience leading complex projects or initiatives in a government, nonprofit, healthcare, or social services setting. A master's degree in public administration, program management, business administration, social work, or a related field is preferred.

Licenses and Certifications:

Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and practices of project management, including planning, scheduling, budgeting, and performance tracking.
- Methods and techniques for strategic planning, organizational development, and change management in a public or nonprofit setting.
- Behavioral health systems, social services programs, and community-based service delivery models.
- Applicable federal, state, and local regulations related to mental health services, capital projects, and intergovernmental partnerships.
- Contract administration, procurement, and grant management processes in a government or social services environment.
- Data analysis and evaluation techniques to measure program outcomes and project effectiveness.
- Principles of organizational leadership, team dynamics, and cross-functional collaboration.
- Public sector budgeting and financial management as related to large-scale projects and multi-source funding streams.
- Techniques for effective communication, report preparation, and presentation to diverse audiences including boards, funders, and community stakeholders.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, and manage multiple complex initiatives from conception through completion.
- Translate strategic goals into operational projects with measurable outcomes and deliverables.
- Coordinate cross-departmental teams and build consensus among staff, consultants, and external partners.
- Interpret and apply policies, regulations, and funding requirements to ensure compliance and project success.
- Develop and monitor budgets, schedules, and contracts related to strategic initiatives.

- Analyze data and operational needs, identify gaps, and recommend effective solutions.
- Lead and motivate teams, fostering collaboration and accountability across diverse functional areas.
- Represent Tri-City effectively with public agencies, community partners, and professional organizations.
- Adapt to changing priorities and respond effectively to emerging opportunities or challenges.

PHYSICAL DEMANDS (ADA)

Must possess mobility to work in a standard office setting; ability to sit for extended periods while performing desk-based tasks; and sufficient vision, hearing, and speech to read printed materials, use a computer, and communicate in person and by telephone. Finger dexterity is required to operate a computer and standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull file drawers and must be able to lift, carry, push, and pull materials and objects up to 10 pounds. Occasional travel to meetings or site visits may be required.

ENVIRONMENTAL CONDITIONS

Work is performed primarily in a standard office environment with moderate noise levels, controlled temperature conditions, and routine use of office equipment. Work may require standing and walking between work areas. Employees may have direct contact with clients who are distressed or experiencing mental health symptoms. Incumbents may be required to operate a motor vehicle and visit various Authority sites.

WORKING CONDITIONS

In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may be asked to perform duties accordingly.

Must receive satisfactory results from a background investigation, pre-employment physical examination including drug/alcohol testing, and administrative review.