

CHIEF EXECUTIVE OFFICER RECRUITMENT SCHEDULE

ACCEPTANCE OF APPLICATIONS BEGINS Thursday, December 22

Applications can be mailed to: PO BOX 1136, Tulare CA 93275-1136

Applications can be dropped off: Administrative Offices, 842 N. Gem Street, Tulare, CA 93274

Application can be emailed to: [careers@tulareregional.org](mailto:careers@tulareregional.org)

Applications can be submitted online through Zip Recruiter and Indeed.com

More information about how to apply can be found on our website: [tularelocalhealthcaredistrict.org](http://tularelocalhealthcaredistrict.org)

MEDIA RELEASE – Newspapers Thursday, December 22

ONLINE LISTINGS – Zip Recruiter and Indeed Thursday, December 22

APPLICATION DEADLINE Friday, January 20

REVIEW OF APPLICANTS BY COMMITTEE Monday, January 23

BOARD MEETING Wednesday, January 25

CONDUCT FORMAL INTERVIEWS (DISTRICT BOARD) Following week

ONBOARD? February?

PREVIOUS POSITION DESCRIPTION

Under general direction of the Board of Directors, the Chief Executive Officer shall have such duties, authority, and responsibility as shall be determined from time to time by the Board of Directors, which duties, authority, and responsibility are consistent with Employee’s position. Specifically, employee shall be responsible for coordinating board meeting agendas and facilities and complying with all laws for noticing the same; ensuring all revenues and expenditures of the Tulare Local Healthcare District (District) are properly accounted for and reported; ensuring that payroll and Human Resources issues are properly administered; responding to requests by the public, District employed attorneys and auditors, and Adventist Health; managing District staff; maintaining District property and records; and recommending actions that enhance the District’s fiscal stability and the stated goals of the District board.