

WAC 110-145-2660 Duties and qualifications for executive directors or administrators in GCFs. (1) Executive directors or administrators in GCFs must:

(a) Manage the financial, administrative, and service operations of the agency;

(b) Be available by phone during the regularly scheduled business hours of the facility and on-site as needed;

(c) Verify the agency complies with all relevant and applicable laws, including chapter 74.15RCW, and the licensing rules in this chapter;

(d) Communicate to the department the roles, expectations, and purposes of the program;

(e) Assume responsibility for creating and maintaining standards that protect the health, safety, and well-being of children and youth in the licensee's care;

(f) Comply with any professional accreditation requirements that apply to the agency;

(g) Work with representatives of other agencies;

(h) Have at least one year of full-time experience that can be applied to or transferable to the demographic of children and youth in the GCF;

(i) Be able to demonstrate the skills and abilities relevant to administrative oversight and program and fiscal management of an agency as indicated in the agency's policies and procedures; and

(j) Meet additional duties and qualifications detailed in any written agreement between the agency and any government or tribal entity, if applicable. If the requirements of this section differ from the terms in a written and signed agreement, they must comply with the most stringent requirement.

(2) Licensees must notify the LD licensor within 48 hours if the executive director or administrator position is vacated or the executive director or administrator has circumstances that prevent them from carrying out their job duties and responsibilities with a plan for how the duties will be accomplished until the:

(a) Vacancy is filled; or

(b) Executive director or administrator can resume their duties.

[Statutory Authority: RCW 74.15.030. WSR 26-08-021, s 110-145-2660, filed 3/23/26, effective 5/1/26.]