

AUDUBON AREA COMMUNITY SERVICES, INC.
Position Description

Program: Management & General (Indirect)
Job Title: Chief Executive Officer

Grade: 44
FLSA: Salaried-Exempt Position

The job description is a record of the essential functions of the listed job. The job description provides the employee, administration, human resources, and other agencies with a clear understanding of the job. Jobs are always changing and some degree and the existence of the approved job descriptions is not intended to limit normal change and growth.

I. OBJECTIVE OF THE JOB (PURPOSE):

Ensures that the mission and vision of the Board of Directors are communicated and translated into the daily operations of the agency.

II. SPECIFIC RESPONSIBILITIES AND DUTIES:

- A. Audubon Area Community Services, Incorporated continues to be a viable and productive entity.
1. Effectively leads by exemplifying the vision and the mission of the agency.
 2. Positions agency for continued success and exploiting opportunities.
 3. Empowers staff to take informed and appropriate risks in the progression of the agency and fulfillment of Grantor and contractual obligations.
 4. Proactive in developing agency programming in areas of available funding as it meets the vision of the agency.
 - a. Negotiates contracts for property development, management and other contractual funding opportunities.
 - b. Ensures that the assets and liabilities of the agency are properly maintained.
 5. Develops and monitors the implementation of the agency strategic plan.
 6. Ensures that the agency operates in a legal, ethical manner, and in accordance with the agency mission and all applicable laws and regulations.
 7. Creates a balance within the agency between stability and the need to grow.
 8. Promotes the integrity of the interrelated programs throughout the service area.
- B. The community-at-large is aware of the value of service delivery of Audubon Area Community Services, Incorporated and views the agency as having a positive image.
1. Ensures effective communication through a variety of media opportunities.
 - a. Ensures the agency has an effective marketing plan.
 - b. Newspaper, television, radio, computer technology, publications, etc.
 - c. Serves as the agency liaison to the media.
 - d. Congruency exists between agency policies and actions.
 - e. Listens and mediates to resolve issues and concerns in a positive manner.
 2. Fosters a positive image through interaction with community committees and organizations.
 3. Establishes collaborations with community stakeholders.

- C. The Board of Directors of Audubon Area Community Services, Incorporated operates as an informed governing body.
1. Ensures that the Board of Directors receives unbiased information necessary to make an informed decision.
 - a. Prepares agenda and materials for Board of Directors meetings as directed.
 - b. Solicits members for the Board of Directors according to the bylaws.
 - c. Stays abreast of all pertinent legal and regulatory issues and reports to the Board of Directors.
 - d. Facilitates and implements the work of the Board of Directors, as directed.
 - e. Assigns staff as liaison to the Board of Directors sub-committees.
 - f. Attends all Board of Directors meetings.
 - g. Provides training for Board of Directors members.
- D. Infrastructure of the agency functions effectively.
1. Ensures that the agency incorporation and non-profit status is accurate and current.
 2. Evaluates and reviews agency progress and reports to the Board of Directors and other appropriate agencies.
 - a. Ensures that an annual agency and financial review is conducted to assure that each program and department is functioning in an efficient and effective manner.
 - b. Ensures that an agency annual report is completed.
 3. Introduces policy and policy changes to the Board of Directors.
 - a. Considers and determines impact of policy and policy changes.
 - b. Reviews existing policy to assure its effectiveness.
 - c. Ensures that the evolution of the changing culture, regulation, and legislation is reflected in policy.
 4. Ensures implementation of approved policies and procedures.
 5. Supervises the Chief Financial Officer and the Directors of each program.
 - a. Ensures that program grantor/contractual regulations and requirements are met.
 - b. Organizational structure of departments and programs are implemented to ensure effective, efficient results.
 6. Ensures the Human Resource Department is aligned with the mission and vision of the agency.
 - a. Functions both consistently and effectively in all areas of the agency.
 - b. Provides final decision of all new hires and transfers for the agency.
 1. Ensures standards and job descriptions are aligned with the needs of the agency.
 2. Determines qualified staff are employed in order to meet the needs of the agency.
 - c. Provides final decision on all employee terminations for the agency.
 1. Reviews and considers all recommendations for termination.
 2. Ensures that all protocols, regulations and laws are applied consistently.

- d. Ensures that a comprehensive benefit plan is negotiated and made available for employees.
- e. Ensures that all Directors are appropriately trained and participate in ongoing professional development.
- 7. Safeguards agency financial assets.
 - a. Directs the agency investments and reserves in collaboration with the Board of Directors and in accordance with sound management practices.
 - b. Ensures sound financial practices and procedures are utilized by monitoring regularly.
 - c. Ensures a process of checks and balances, as well as, internal controls are utilized.
 - d. Ensures that the Indirect Cost Rate Allocation Agreement is submitted and approved by the governing agency in a timely manner.
 - e. Ensures that an external audit is conducted annually and addresses findings if needed.
 - f. Ensures that an internal audit is continually conducted spanning all programs and departments.
- 8. Provides for an up-to-date information technology system that meets the changing needs of the agency.
- 9. Determines resource allocation of agency administrative funding, assets, and staff.
 - a. Ensures that the various administrative departments of the agency are properly funded and staffed to meet the needs of the programs.
 - b. Ensures that the staff of the administrative departments are trained and kept up-to-date in their respective fields.
 - c. Provides for a system of determining appropriate upgrades of software and equipment that is both cost effective and suitable to programs throughout the agency.

III. UNIVERSAL STANDARDS:

- A. Positive relationships are developed with staff, parents, children, and community.
 - 1. Builds relationships based on mutual trust and rapport.
 - 2. All issues are approached with a win-win attitude that respects the dignity of all parties.
- B. Actions and statements of staff, as a representative of the agency, promote and progress the agency mission.
 - 1. Conveys a clear understanding of the organization's vision.
 - 2. Demonstrates agency and program values in job performance.
 - 3. Staff has a general knowledge of roles and responsibilities of other positions within the program.
- C. Professional knowledge, skills, and attitudes are enhanced by the utilization of opportunities and resources available.

- D. Confidentiality will be maintained in accordance with agency policy and according to federal, state and local regulations.
- E. Responsibilities are carried out to a successful completion.
 - 1. Meets schedules and deadlines and performs routine tasks with minimal supervision.
 - 2. Possesses and maintains the necessary skill level in technology systems and software required to perform individual job duties.
- F. Desired results are achieved with children, parents, staff and community by effectively using all forms of communication.
 - 1. Demonstrates the knowledge of and the ability to effectively use communications tools. (i.e. telephone system, e-mail, fax, etc.)
 - 2. Demonstrates effective, respectful oral and written communication skills with staff, parents, children and community.

IV. PHYSICAL DEMANDS:

The above listed position requires the following physical capabilities:

- 1. Ability to lift/manipulate/move objects weighing no more than 60 pounds from one place to another.
- 2. Ability to lift objects from the floor to 18” inches above the shoulder.
- 3. Vision sufficiently correctable to permit full performance of all job duties.
- 4. Ability to drive or provide transportation for required travel in specific county, counties, or service area.
- 5. Wide range of mobility including walking, running, climbing (step stool), sitting, stooping, bending, and carrying necessary materials to perform planning, preparation, and possible evacuation in emergencies.
- 6. Physically able to perform with degree of dexterity such clerical functions as typing, filing, labeling, stamping, stapling, and writing.

V. EDUCATION:

Master’s degree in business, management, education, social services, or related field with a minimum of 5 years of experience is required. Experience must be in an upper-level administrative management or executive officer position. Must enroll to become a Certified Community Action Professional within four (4) years of employment and obtain the accreditation within the allotted three (3) years.

VI. ACCOUNTABILITY/AUTHORITY:

Accountable to the Board of Directors of Audubon Area Community Services, Incorporated. Authority is outlined in the Audubon Area Personnel Policies and Procedures Section 1.5 and in accordance with the agency organizational structure.