

JOB DESCRIPTION

CURRENT AS OF: October 2009

JOB TITLE: **Chief Executive Officer (CEO)**SUPERVISOR'S TITLE: **Executive Committee**FLSA STATUS: **Exempt****SUMMARY**

PURPOSE: The Chief Executive Officer is accountable for the oversight of both administration and operations of the organization as directed by the Board of Directors. Design, develop, and implement organizational initiatives throughout the region in collaboration with regional partners, including internal associates. Regularly reviews, develops and implements the organization's mission, vision, and strategic goals.

POLICY SETTING RESPONSIBILITIES: Responsible for overall organizational policies and procedures.

DECISION-MAKING AUTHORITY: Responsible for organizational decisions.

KEY ACCOUNTABILITIES

Accountability :	Formulate policies and directs the operations of the organization.
Accountability :	Develop and review one year and five year business plans, and establish goals and objectives to assure that plans are completed.
Accountability :	Develop and maintain good working relationships with government, civic and business leaders where applicable locally, regionally, and nationally.
Accountability :	Maintain the highest degree of integrity while conducting affairs in a sound and ethical manner.
Accountability :	Develop the budget and ensure resources are used properly.
Accountability :	Ensures administrative direction for the operations of assigned departments and appraises the performance of respective department heads, including authority to hire, praise, promote, coach, discipline and dismiss.
Accountability :	Develop and foster effective collaboration between departments, staff, leadership, and affiliated vendors to ensure an integrated approach to providing services, and fulfilling the organization's goals and objectives.
Accountability :	Advise the Board of Directors on possible operational adjustments based on the agency's financial position and as such, maintain direct involvement with the day-to-day operation of the agency.
Accountability :	Develop and maintain a monthly program to keep Board Members aware of organizational performance, financial information, and /or other subjects of interest.
Accountability :	Serves as assigned during a declared disaster or emergency exercise.

REQUIRED KNOWLEDGE AND SKILLS

COMPONENT	DESCRIPTION
Knowledge	Knowledge of the principals and practices of public administration and governmental organizations and the health industry, including research techniques, methods, and procedures. Possesses principals, methods, and practices of budgeting and finance. Knowledge of Federal and State grant application processes and sound fiscal administration of grants. Possesses principals and practices of emergency management.
Skills	Ability to integrate and apply the concepts of comprehensive healthcare management, including development of strategic partnerships. Experience in management of not-for-profit organization or foundation.
Formal Education and Experience	Master's degree preferred. Must possess, or within the first 6 months of employment in this position, achieve DHS/FEMA IS-100, IS-200, IS-700, IS-800, IC 300 and ICS 400 course certifications. Five years of responsible experience in healthcare and grant administration, including three years of emergency management experience.
Additional Requirements	Performance of other essential and marginal functions. Ability to use personal vehicle on regional business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license.

WORKING CONDITIONS

Conditions which differ from the normal work office environment include business travel and being available to serve in the CMOC during a declared disaster.
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The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people.

APPROVED BY

NAME:

TITLE:
