

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Chief Executive Officer
Division: Administration
Reports To: Area Board of Directors
FLSA Status: Exempt
Revision Date: September 17, 2019
Job classification: Not Rated

SUMMARY

The Chief Executive Officer is responsible for implementing the policies of the Board of Directors for the agency, providing leadership and management to Economic Security Corporation (ESC) and for ensuring that the agency has a prominent, strongly supported public image in the community and surrounding areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Establishes effective internal policies and procedures designed to facilitate work management and operations.
2. Accountable for overall management of agency's physical, financial, and human resources.
3. Ensures that agency and programmatic goals, objectives, budgets, and work plans are developed and that they are consistent with agency purpose and funding source requirements.
4. Ensures that program operations are directed, monitored, and evaluated in ways that facilitate the agency meeting or exceeding its goals and objectives.
5. Ensures the agency operates within specifications of all federal, state, and local laws, guidelines, and policies.
6. Ensures the agency develops and maintains a strong positive public image, and that the communities served by the agency are aware and knowledgeable about the agency's purpose and accomplishments.
7. Represents the agency Board of Directors point of view accurately and actively to the public.
8. Ensures the development of a strong base of volunteer support for the agency to have effective and appropriate community support for the agency programs.
9. Establishes and maintains effective relationships with other service agencies, businesses and community organizations.
10. Develops effective working relationships with all agency federal, state, and local funding sources so that they maintain a positive and supportive posture towards the agency.
11. Responsible for establishing a highly motivated work atmosphere that instills a sense of volunteer and employee pride, both in their work and in the overall accomplishments of the agency.
12. Responsible for designing and implementing strategies for the development of Board and staff members to ensure volunteer and employee talents are recognized and utilized to the fullest extent possible.
13. Actively anticipates problems and issues that relate to the agency's purpose, and sees that creative and innovative solutions or new approaches are developed.

SUPERVISORY RESPONSIBILITIES

Manages 9 subordinate supervisors who supervise all employees in all divisions. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Management and one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write speeches and articles for publication that conforms to prescribe style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Most possess valid driver's license and meet Missouri automobile liability minimum requirements.

OTHER SKILLS AND ABILITIES

Knowledge of nonprofit agency management theories, practices and methods.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. Vision requirements are close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions for this position are in a well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate noise.

Employee Signature

Date

Employee Name