

**COMMUNITY ACTION AGENCY OF  
SOUTH ALABAMA  
JOB DESCRIPTION**

**Salary Range:** \$80,000 minimum (Salary may be negotiable based on education or levels and years of experience.)  
**Benefits:** Available  
**Job Title:** Chief Executive Officer  
**Location:** Central Office, Daphne, Alabama  
**FLSA Status:** Exempt

**SUMMARY:**

The Executive Director is the chief executive officer of the Community Action Agency of South Alabama. As such, he/she is directly responsible to the Board of Directors and to the Board Chairman, in particular, in ensuring that the directives of the Board are met. The CEO exercises supervision over the staff and programs of the entire organization.

**ESSENTIAL DUTIES:**

**Investigation and Analysis:**

The investigation of the nature and extent of poverty and its manifold causes in the service area; the analysis of the services of the existing agencies which now provide help to the poor, particularly help designed to alleviate or combat the causes of service area poverty; the assessment of the services rendered by service area agencies relative to the needs of the poor, with special emphasis on the identification of gaps in the availability of services or programs for the alleviation of the causes of service area poverty.

**OTHER REQUIREMENTS:**

Responsible for assuring Head Start Performance Standards, including ROMA, DHR Minimum Standards and/or all pertinent program guidelines are adhered to at all times.

Responsible for adhering to the Code of Ethics and Standards of Conduct.

Respects rights and privacy of staff, vendors, parents and other agencies.

**Development and Establishment of Program Policies:**

The development of policies and guidelines for the approval of the Board, consisting of principles, priorities, and plans to complement and supplement the various anti-poverty programs already underway in the community; the preparation of the board's proposals and assistance in the preparation of other local organizations' proposals for submission to overcome gaps in the community's war on poverty; the establishment or assistance in the establishment of various neighborhood, professional, and other community groups that will help guide, implement, and coordinate the local service

community's war on poverty; the preparation for release of reports, studies and other documents relating to the community's war on poverty.

**Employment and Supervision of Staff:**

The screening and recommending for employment of a competent staff of professional and non-professional workers, as required, to help carry out the responsibilities of the Board; the delegation of duties to appropriate staff members and the direction and supervision of staff personnel assigned to carry out particular tasks; the recommendation for the hiring and termination of employment of individuals when such powers are expressly delegated to the Director.

**QUALIFICATIONS:**

The forgoing is an accurate summation of the essential duties of this position. Additional duties may be assigned by the Board of Directors.

Responsible for knowledge of the Head Start Program Performance Standards, and Results Oriented Management Accountability (ROMA).

Skills to design, implement, and maintain accounting systems; use information technology at a skilled level; carry out complex projects independently; analyze and interpret financial records and reports; apply pertinent laws and regulations; maintain cooperative work relationships; ability to coordinate and/or conduct training sessions; administrative/management experience

The requirements listed above 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:**

Should possess a Bachelor degree from a recognized institution of higher learning in the field of Sociology, Education, Public Affairs, Business Administration, or equivalent of five (5) or more years of experience in a non-profit.

**CERTIFICATES, LICENSES, REGISTRATIONS and REQUIREMENTS:**

Must have a valid Alabama Drivers' License and reliable transportation

**LANGUAGE SKILLS:**

Ability to write reports, business correspondence, contracts and agreements, and procedure manuals. Have professional, effective oral and written communication skills.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by the CEO to successfully perform the essential functions of this job. The CEO must be able to physically perform the essential functions of the job, including but not limited to, signing of documents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the CEO.

**WORK ENVIRONMENT:**

**Duties may be changed at the discretion of the Board of Directors.**

**I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability, if I am selected for the CEO position.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**Community Action Agency of South Alabama is an EEO.**

Revised October, 2016