

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC.
P.O. BOX 3975 / 3516 STRINGFIELD ROAD NW
HUNTSVILLE, AL 35810

JOB DESCRIPTION

POSITION TITLE: Chief Executive Officer
(Community Organizer)

FLSA: Exempt

CLASSIFICATION: 11

DEPARTMENT/SUPERVISORY CONTROLS:

Conduct Administration

Works under the direct supervision of the board of directors

POSITION SUMMARY:

The Chief Executive Officer of the Community Action Partnership, is appointed by the board of directors and reports to the board. The Chief Executive Officer is responsible for the day-to-day administration of the organization, employment of its personnel and exercises general supervision of the organization's affairs.

ESSENTIAL FUNCTIONS:

1. Bears primary responsibility to the board of directors for the proper administration and implementation of all programs operated by the organization in accordance with Board policies and local, state and federal laws and regulatory guidelines.
2. Coordinates the administration and implementation of all component programs of the organization.
3. Supervises and coordinates staff efforts as regards to the organization's program planning, operation and evaluation.
4. Directs program operations in the manner best suited to carry out ADECA'S mandate to promote self-sufficiency on the part of the elderly, the handicapped and the economically under-served, adapting strategies to meet the particular needs of Madison and Limestone counties.
5. Apprises the board of directors on a continuing basis of the needs identified by under-served citizens and of the current and potential resources available to meet those needs. Advises the board in prioritizing those needs and in determining which resources to pursue.
6. Directs the preparation of all applications for funding, budget requests and allocations, required agency reports and all related matters necessary for responsible program operations.
7. Supervises job performance by organization's staff and the proper implementation of the Personnel Policies and Procedures Manual.

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8. Establishes and maintains an effective system of financial accountability and controls for all program accounts as stipulated in the organization's Accounting Policies and Procedures Manual.
9. Acts as the organization's official liaison and representative in working with elected officials, funding and regulatory agencies; and with the staff of other human services agencies.
10. Employee exhibits good interpersonal skills. (tactful, courteous, etc.)
11. Establishes and maintains positive public relations with appropriate individuals, staff members, parents, community, and other stakeholders.
12. Performs other related duties as directed.

OTHER RESPONSIBILITIES:

(See attached Addendum)

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Must have a college degree in public or business administration, or sociology, with additional post-secondary course work in; research and planning methodology, and management. A master's degree is preferred.
2. Work experience may be substituted for formal education where such is deemed to be of an appropriate level and depth.
3. Have the ability to supervise subordinate staff in a responsible manner and provide capable administrative leadership and management.
4. Have the ability to work harmoniously with persons of diverse backgrounds and experiences, without regard to race, color, creed, religion, national origin, sex, age, or non-disqualifying disabilities.
5. Have the ability to work cooperatively with elected officials and the directors of other human services agencies in a manner that obtains their support for the CAP's goals and objectives.
6. Have the ability to develop and maintain the trust and confidence of the organization's customer population and to articulate their needs and desires in an effective manner to those capable of providing assistance.
7. Have the vision and the ability to develop innovative strategies for dealing with the root causes of poverty in a manner that promotes self-sufficiency on the part of the economically under-served.
8. Exceptional written, oral, organizational and interpersonal skills.
9. Must possess a valid driver's license.

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Duties Addendum As Noted On Various CAPHMLC Job Descriptions

1. Organize and maintain community (neighborhood) councils and attend regular meetings.
2. Assist the respective area councils in organizing community activities and other local programs, meetings, etc.
3. Assist in collecting information and data on the conditions and needs of the people residing in the area of assignment to determine feasibility of projector program development.
4. Upon request, provide input to plans and programs that are being designed, modified, or revised to meet the identified needs of the area residents.
5. Plan and implement activities that will generate interest and involvement in developing self-help projects or programs in the area of assignment.
6. Prepare and submit activity reports monthly on the area of assignment.
7. Maintain up-to-date files on activities in the assigned areas.
8. Schedule agency resources representative to present informative and useful information to community residents.
9. Provide technical assistance to community groups in the area of economic development.
10. Recruit volunteers to assist with community activities.
11. Perform other duties as required.