

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

Chief Executive Officer

Reports to: Board of Directors

Salary: \$80,000-negotiable

FLSA Status: Exempt

SUMMARY:

The Chief Executive Officer is the highest ranking executive of the Community Action Agency of South Alabama. This position reports directly to our Board of Directors which is comprised of representatives from private, public and low-income sectors. The CEO is responsible for working closely with the Board of Directors in the development, oversight and application of the Agency's mission, policies, goals and objectives, including strategic planning, organizational budgeting, personnel, programs, services, community relations, facilities and ensuring compliance with all applicable regulations throughout the agency. As such, he/she is directly responsible to the Board of Directors acting as the main point of communication between the Board of Directors and carrying out the orders of business as determined by the Board. The Chief Executive Officer exercises supervision over the staff of the entire organization.

ESSENTIAL DUTIES:

Investigation and Analysis:

The investigation of the nature and extent of poverty and its manifold causes in the local area: the analysis of the services of the existing agencies which now provides help to the poor, particularly help designed to alleviate or combat the causes of local poverty; the assessment of the services rendered by local 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 local poverty.

OTHER REQUIREMENTS:

Responsible for assuring Head Start Performance Standards, 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.

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 establishment of various neighborhood, professional, and other 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 termination and the hiring and termination of employment of individuals when such powers are expressly delegated to the Director.

Other Significant Facts:

The forgoing is an accurate summation of the essential duties of this position. Occasionally, the supervisor may assign other related duties. Responsible for knowledge of the Head Start Program Performance Standards. The Executive Director should be a mature individual who is familiar with the problems of poverty. Should possess leadership ability and be able to communicate to local civic groups, the news media, etc., the business of poverty. Should be skilled in establishing and maintaining productive relationships with local officials, related agencies, the poor, and the public in general. Must be able to prepare oral and written reports on activities of the agency and be able to define and direct the activities of subordinates.

Should have a demonstration of thorough knowledge of history, politics, and issues affecting our seven country community.

Maintain Professional Ethics:

Maintain confidentiality in accordance with Agency policy and legal requirements. Respect rights and privacy of other staff. Attend mandated trainings, meetings, and staff development opportunities. Work as a team member with all involved and maintains positive work ethic. Perform routines with honesty, reliability and punctuality.

Qualifications:

Skills to design, implement, and maintain accounting systems; use micro and mainframe computers 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/supervisory experience.

Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work. Must be neat in appearance and have a pleasing personality. Must have the ability to work with people of varying degrees of

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experience and background. Must have the ability to use office equipment that is required of this position. Must be able to interpret written and oral instruction and effectively complete such task as may be directed. Have an interest in continuing education, such as workshops, etc.

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:

Should possess a minimum of a Bachelor's Degree from an accredited institution of higher learning in the field of Social Services, Education, Public Affairs, Business Administration, or equivalent in experience in a related field, with a Master's Degree preferred.

Minimum of seven (7) years of upper management experience within a publicly funded agency or related field with progressive levels of responsibility.

Minimum of five (5) years of experience supervising a major department, division or Agency.

Knowledge of nonprofit operations, policies, procedures, funding sources, state and federal regulations and employee development methods.

Highly skilled in marketing, resource development strategies, communications and public relations with the ability to maintain and develop strong relationships throughout the community and network.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, catalogs, agreements, contracts, specifications, technical procedures, and/or governmental rules and regulations. Ability to write reports, business correspondence, basic contracts and agreements, and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups of managers, staff, customers, and the general public.

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Mathematical Skills:

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

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations, and Requirements:

Must have a valid Alabama Drivers' and reliable transportation.

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; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee frequently is required to reach with hands, and arms. As well as stoop, kneel, and crouch. The employee is occasionally required to climb or balance; crawl; and taste or smell.

Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Duties may be changed at the discretion of the Board.

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To Apply

Please send cover letter, resume and CAASA's job application to:

Community Action Agency of South Alabama

Attn: Human Resources

26440 Pollard Road

Daphne, AL 36526

human.resources@caaofsa.org

www.caaofsa.org

To be considered for this position, your application package must include:

A completed Community Action Agency of South Alabama Application for Employment;

A detailed resume and cover letter which specifically address your qualifications and experience as they pertain to both the essential competencies and minimum qualification requirements for this position;

Names and relationships of a minimum of three professional references – note: no contacts will be made until later in the application process.

Please, no telephone calls.

No applications will be accepted by mail or hand delivery after close of business (4:00pm) October 9, 2020, or by email after midnight October 9, 2020.

No faxes will be accepted.