

Chief Executive Officer  
Position Description

The Chief Executive Officer provides leadership and management for the Green Hills Community Action Agency. Green Hills CAA is based in Trenton, MO and covers a nine (9) county area, 5,000 square miles and serves a population of 79,000 in North Central Missouri. Working with a board of directors, the Chief Executive Officer provides leadership in major areas of responsibility including finance, human resource management, program planning, program outcomes and reporting, facilities and equipment management, board development, staff management, and public relations.

Specific Areas of Responsibility

1. Finance: administers agency budget
  - 1.1 manage investments portfolio
  - 1.2 manage cash flow
  - 1.3 manage cost allocations among programmatic revenues and expenses
  - 1.4 oversee financial reporting process
  - 1.5 secure revenue
  - 1.6 monitor expenses
2. Program Planning: based on agency strategic plan, vision, mission, strategies
  - 2.1 conduct bi-annual service needs assessment
  - 2.2 grant writing
  - 2.3 develop and maintain effective relationship with funding sources
  - 2.4 develop effective agency-wide Management Information System (MIS)
  - 2.5 create effective integration of programs & services based on client needs
3. Reporting: based on program performance outcomes
  - 3.1 identify contract deliverables
  - 3.2 conduct monthly analysis of program activities and enrollments
  - 3.3 manage executive oversight system
  - 3.4 identify corrective action plans where necessary
  - 3.5 collect appropriate reporting data
  - 3.6 write program reports based on financial activities; program activities; program impact
  - 3.7 cooperate with funding monitors and auditors
4. Board Development: responsibilities to Board of Directors based on mission & vision
  - 4.1 organize board elections
  - 4.2 coordinate selection of community representative (non-elected) members
  - 4.3 organize and staff Board committees
  - 4.4 assist board chair & committee chairs in developing board agendas
  - 4.5 prepare board reports
  - 4.6 attend appropriate state and national conferences
  - 4.7 conduct board orientation and ongoing training
  - 4.8 develop monthly board newsletter

5. Staff Management

- 5.1 develop agency personnel policies and procedures
- 5.2 administer personnel policies and work rules
- 5.3 manage personnel budget
- 5.4 negotiate staff benefits and select benefit providers
- 5.5 develop job descriptions
- 5.6 make hiring and staff retention decisions
- 5.7 recommend salary schedules to personnel committee
- 5.8 conduct performance appraisals (based on executive oversight system)
- 5.9 oversee staff scheduling
- 5.10 develop staff training plans (technology and client services)
- 5.11 supervise management staff
- 5.12 communicate agency vision and mission

6. Facilities Planning and Management

- 6.1 identify and address agency's technology needs
- 6.2 provide for easy client access to services
- 6.3 ensure staff has adequate equipment & work space
- 6.4 negotiate & purchase office space
- 6.5 negotiate lease & service contracts
- 6.6 act as general contractor for construction of single family housing units
- 6.7 partner with developers on construction of multiple family housing units
- 6.8 manage and maintain rental housing units

7. Public Relations

- 7.1 communicate agency vision and mission to public
- 7.2 maintain communications with elected officials at the local/state/deferral Levels
- 7.3 conduct follow-ups with constituents on services as requested
- 7.4 maintain relationships with city/county governments
- 7.5 research and report on poverty issues in region
- 7.6 serve as an advocate on poverty issues
- 7.7 develop press releases as appropriate
- 7.8 develop program brochures and information pieces
- 7.9 conduct outreach efforts through a variety of means including faith-based organizations, civic organizations, business service organizations, chambers of commerce, schools, etc.
- 7.10 provide program specific and year-end reports