

Hill Country Community Action Association, Inc.  
Job Description

**JOB TITLE:** Chief Executive Officer

**FLSA STATUS:** Exempt

**REPORTS TO:** Board of Directors

**EFFECTIVE DATE:** \_\_\_\_\_

**SALARY RANGE:** \$7,350/mo. - \$11,750/mo.

**HEADQUARTERS:** San Saba

---

**POSITION SUMMARY:**

Under the direction of the Board of Directors, the Chief Executive Officer (CEO) performs a wide range of difficult to complex management activities related to finances and accounting, marketing and promotion of services, staffing and personnel operations, and discretionary activities that serve to support effective business operations. The CEO must use considerable independent judgment in decisions that influence operations. He/she also advises and assists the Board of Directors in planning, policies, and operations.

**ESSENTIAL JOB FUNCTIONS:**

**The CEO is responsible for the overall management of the Agency.**

- Ensures that the Agency operates within specifications of all federal, state, and local laws, guidelines and regulations
- Presents proposals and recommendations to the Board of Directors for action regarding policies, programs and the well-being of the organization
- Ensures that Agency and programmatic goals, objectives, budgets and work plans are developed and are consistent with Agency purpose and funding source requirements
- Directs the development and implementation of agency policies and procedures designed to facilitate work management and operations
- Implements and maintains operation systems to achieve effective workload and workflow
- Initiates strategic planning involving Board and leadership staff members
- Monitors and evaluates accounting systems, audits of accounts and internal control methods
- Reviews and makes revisions to corporate by-laws as needed and solicits review by an attorney at least every five years
- Ensures compliance with the CSBG Organizational Standards
- Signs all contracts and agreements as authorized by the Board of Directors
- Reviews all AP Checks and back-up documentation
- Negotiates procurement for insurance through insurance broker
- Acts as primary signatory on all checking accounts
- Acts as fiduciary of the 401(k) retirement plan
- Authorizes building maintenance and repairs
- Approves invoices and travel vouchers for payment as needed
- Approves and signs purchase orders

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*

**The CEO is responsible for a maintaining a strong public image and a positive relationship between the Agency and the communities served, funding sources and the Community Action Network.**

- Ensures that 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
- Represents the Board of Directors point of view accurately and actively to the public
- Establishes and maintains effective relationships with other service agencies, businesses and community organizations
- Develops effective working relationships with all federal, state, and local funding sources so they maintain a positive and supportive posture towards the Agency
- Interacts with representatives of comparable agencies; actively participates in State, Regional and National Associations

**The CEO will ensure that the Agency is organized in such a way as to operate programs in the most efficient and effective manner.**

- Ensures that a highly competent staff is recruited and maintained by:
  - Providing direct supervision of key administrative staff including CFO, HR Director, Head Start Director, Executive Assistant and other administrative and program staff as determined appropriate
  - Approving employee hiring, promotions, demotions, and terminations
  - Establishing and maintaining staff entry levels; obtaining Board approval of changes to the Entry Level Salary Schedules as needed
  - Reviewing and approving payroll authorization forms
  - Approving changes to employee benefit package
  - Hearing and resolving employee complaints and grievances as necessary
  - Approving new Job Descriptions and revisions to current Job Descriptions as needed and for mandatory review every five years per Organizational Standards.
  - Maintaining and updating all personnel policies, procedures, and handbook as needed
  - Developing and implementing standard performance appraisal forms
  - Ensuring staff leaders are in full and regular communication with each other
  - Ensuring sufficient records are kept to accurately support management actions
  - Ensuring organizational systems are regularly analyzed for suitability and effectiveness

**The CEO, in carrying out assigned duties, will see that:**

- Board members are kept informed and knowledgeable about the Agency's mission and work by:
  - Preparing agendas and documents for Board of Director meetings
  - Attending and participating in Board of Director meetings
  - Submitting reports of administrative activities to the Board of Directors

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*

- Board members are focused on results, making policy decisions anticipated to provide the best opportunities for low-income families
- Board members are recruited in accordance with CSBG regulations and Agency by-laws and in the manner most likely to result in a Board that is effective and representative of the communities served

**The CEO is responsible for the overall management of related corporations.**

- Serves as Executive Director of Hill Country Community Housing Corporation
- Serves as a non-voting board member and secretary on for-profit Housing Corporations
- Schedules, prepares agendas and documents, attends and participates in Board meetings of subsidiary Housing Corporations
- Completes and submits Income Tax Returns, Form 990-N and Texas Franchise Tax Public Information Report for all Housing Corporations as required

**OTHER DUTIES AND RESPONSIBILITIES**

1. Prepares budgets and budget amendments and monitors budget balances and forecasts revenues, expenditures and year end balances for Head Start and Early Head Start funds
2. Codes bills for payment including allocation of expenses to programs for all types of insurance, the annual audit, and various other invoices
3. Reviews Form 990 for HCCAA (prepared by auditor) and assures that it is submitted by due date
4. Reviews Annual Audit and assures that it is submitted by due date
5. Prepares Request for Proposal documents and solicits bids from Audit Firm to conduct Single Audit as needed; evaluates proposals
6. Approves "Time Sheets" and "Requests for Travel Reimbursement" for supervised staff
7. Enters personal time worked in the Automated Time Keeping system (Currently Employee Web Services)
8. Continues professional development by participating in education courses, attending workshops and seminars, reading current materials, and working with consultants
9. Performs other tasks as deemed necessary

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*

**JOB REQUIREMENTS:**

**EDUCATION/EXPERIENCE**

Preferred qualifications would be a Masters Degree or Bachelors degree in related field from an accredited college or university and five years experience performing responsible general administrative work with knowledge of non-profit agency management theories, practices and methods, including Board of Directors and staff roles and relationships. However, any combination of education, knowledge and experience that would prepare the candidate for meeting the expectations of this position qualifies.

**SKILLS AND ABILITIES**

- Philosophical agreement with the Agency's mission
- Proven ability to lead and develop leadership in others
- Strong management and organizational skills
- Willingness to travel to various meetings and overnight conferences
- Ability to develop partnerships with persons from a wide variety of backgrounds
- Experience working with multiple federal, state and local agencies and organizations
- Extensive budget development experience and understanding of financial reports
- Demonstrated ability in problem solving
- Excellent written communication skills
- Ability to speak effectively in public
- Practical knowledge of current technology
- Strong capacity to withstand stress

**OTHER**

Professional in manner and attire; No record of a conviction which would contraindicate employment; Possession of reliable transportation, valid Texas drivers license and vehicle insurance; Must comply with all HCCAA Policies and maintain confidentiality in all phases of agency operations.

**SUPERVISORY RESPONSIBILITIES:** Yes

**EQUIPMENT TO BE USED:** Computer, printer, calculator, copier, telephone and fax machine

**TYPICAL PHYSICAL DEMANDS:**

Requires prolonged sitting at the computer, standing, bending, reaching, lifting up to 30 pounds and extensive driving; Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment; Requires normal range of hearing and vision.

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*

**TYPICAL MENTAL DEMANDS:**

Must be able to handle new and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict, and make effective decisions under pressure. Must have the ability to listen objectively to people, perceive the real problem and assist in bringing issues to a successful conclusion. Must relate and interact with employees at all levels within the Agency.

**WORKING CONDITIONS:**

Frequently called upon to work outside of the normal 8-5 work day or work odd schedules. Extensive out of town and overnight travel required. Keep all information associated with the Agency confidential.

**EMPLOYEE BENEFITS:**

Accrual of sick and vacation leave, health insurance, life insurance, 401(k) retirement plan, Health Savings Account/125 Cafeteria Plan, up to 13 paid holidays per year. Options for employee paid benefits.

**FLSA STATUS DISCLAIMER:** FLSA status is based in accordance with the Fair Labor Standards Act. Any changes in the act which will affect the FLSA status will be adhered to. When wages exceed the position entry level due to tenure, the Exempt/Non-exempt status will be designated accordingly.

**ACKNOWLEDGEMENT AND RECEIPT:**

I have received a copy and read the Job Description for the Chief Executive Officer and acknowledge its receipt with my signature below. I feel that I am qualified and able to perform all duties as outlined. I also understand that any misrepresentation of facts regarding my qualifications is grounds for immediate termination. I understand that my job may not be limited to those listed as their exact nature may vary as program, project elements, and priorities change in the future. I understand that this job description will be updated as needed.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

As President of the Board of Directors, I have received a signed copy of the Job Description of the Chief Executive Officer and acknowledge its receipt with my signature below.

\_\_\_\_\_

President, Board of Directors

\_\_\_\_\_

Date

*THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*