

Job Description / Performance Evaluation

Title: Chief Executive Officer

Employer Evaluation

Employee Self Evaluation

Job Summary:

Primary function is to act as the principle agent for the Agency. Responsibilities include support to the Administrator, promoting and maintaining the integrity of the Agency.

Job Classification: Executive

Lines of Authority: Reports to the Board of Directors

Job Qualifications:

Education: Graduate of an accredited college/university is preferred, with experience/education in accounting.

Experience: Minimum of one year experience, preferred.

Skills: Ability to establish and maintain effective working relationships with all segments of the staff.

Environmental and Working Conditions:

Works in an office environment, promoting efficient functioning and coordination of all agency to insure the highest level of professional. Ability to work a flexible schedule; ability to travel locally; some exposure to unpleasant weather.

Physical and Mental Effort:

Prolonged sitting is required. Requires ability to handle stressful situations in a calm and courteous manner at all times. Requires working under some stressful conditions to meet deadlines and agency needs.

Essential Functions:

Evaluation

Provides counsel to the Administrator and Director regarding overall agency needs and strategic planning.	
Assists in development and maintenance of sound administrative policies and management activities and reports to the Board of Directors.	
Assists in employment, recruitment, management, and direction of qualified personnel to carry out the policies and procedures of the agency	
Demonstrates an in-depth knowledge of, and ensures compliance with, all local, state and federal laws relating to all of the operations of the agency.	
Carries out other duties as assigned by the Administrator.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Employee Signature: _____ **Date:** _____

Employer Signature: _____ **Date:** _____
(For Job Description)

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement
3 -Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Performance Evaluation Addendum

90 Day **Annual**

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Employee Mutual Goals set for the next evaluation period: _____

Employee Comments/Response: _____

Employee Signature: _____ **Date:** _____
(For Employer Evaluation / Employee Self Evaluation)

Evaluator/Title: _____ **Date:** _____