



## Community Action Partnership of Mid-Nebraska Job Description

Program: Administration  
Job Title: CEO/Executive Director

Subject to policy determination by the Board of Directors, the CEO shall be responsible for the administrative direction of all programs, services, and activities of Community Action Partnership of Mid-Nebraska. The CEO shall be responsible for supervising and coordinating the activities of all staff members as well as actively coordinating all activities of any delegate agencies.

Employees will adhere to the agency's mission, vision, values, code of ethics, and policies and work to achieve priorities as identified in program goals and the agency's strategic plan.

### **Strategic Plan goal responsibilities related to job duties:**

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##### **ROMA Goals:**

- **Individuals and families with low-incomes are stable and achieve economic security**
- **Communities are healthy and offer economic opportunity**
- **Agency increases their capacity and resources**

*Priority Area: Expanding program services*

*Priority Area: Community Outreach, Advocacy, Education*

*Priority Area: Community/Customer/Staff Needs Assessments*

*Priority Area: Enhance Partnerships and Community Awareness*

*Priority Area: Board Governance*

*Priority Area: Increase Agency Capacity/Discretionary Funding*

*Priority Area: Building and Retaining a Quality Workforce*

#### **Primary Responsibilities:**

1. Keep the Board informed of all Agency operations, accomplishments, issues, trends and new program potentials.
2. Plan and consult with staff leaders, Board members, local, state, and federal agency administrators, and the general public relative to various aspects of community action involvement.
3. Responsible for feasibility, research, development and implementation of creative and meaningful programs that fall within agency's service trends.
4. Responsible for interpreting and enforcing Board Policies on behalf of the Agency.
5. Responsible for evaluation of all Agency operations and presents timely reports to the Board; makes recommendations for improvement, reductions, expansions and elimination where appropriate.
6. Serve as official agent and/or representative for Mid; responsible for public appearances; and makes appropriate public presentations to civic groups, churches, and government agencies.

7. Responsible for keeping abreast of program and funding opportunities of all existing federal, state, and local programs and resources and the development of new sources.
8. Serve on committees and councils with other community leaders, etc. which are pertinent to overall coordination and operations of community efforts.

Employment Qualifications:

1. Must have four year college degree and three years administrative experience. (Comparable work experience may be considered).
2. Prior Community Action experience and Community Action Professional Certificate required.
3. Prefer demonstrated successful experience with social service programs on federal, state, and local levels and on a multi-program level, multi-financial level.
4. Requires experience in personnel management, recruitment, personnel evaluation, and relevant civil rights legislation.
5. Must have first hand knowledge of the current social, political, and economic trends of communities in the service area and the state and national arenas.
6. Must have demonstrated ability to motivate agency personnel, educators, business community, target area leaders and groups in the community at large in support of the agency's goals and purposes and new programs.
7. Must have demonstrated ability to speak and write effectively and must be able to make effective oral and visual presentations before large groups.
8. Must have demonstrated experience and ability to develop budgets, and to fund and administer in a positive fiscal posture, large multi-source programs.
9. Must have successful experience in conducting feasibility investigations, funding development and resource acquisitions for approved agency program development.
10. Must have demonstrated successful experience in developing service contracts with local, state, and federal agencies and demonstrated ability to monitor, evaluate, and conduct an audit process for such programs.
11. Must have reliable transportation and be willing to travel extensively on Agency business and have a valid driver's license and good driving record.
12. Must keep all agency matters confidential.

General Information: The standards contained in this job description are intended to describe the general nature and level of work performed by the employee and not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Individual may perform other duties as assigned. Furthermore, this document does not establish a contract for employment and is subject to change at the discretion of the employer.

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Employee's Signature

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Date

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Supervisor's Signature  
(Board of Director's Representative)

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Date