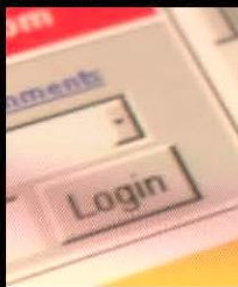




Welcome To Week 3 Working in Human Services Administration HUS 520



Professor William R. Griffin, JD, MM, MS, BS



CHAPTER FOUR

Managing a Diverse Workforce





CHAPTER FIVE

Job Analysis

Collect job information by using:

- Interviews
- Questionnaires
- Observations

Analyze using:

- Internal data
- External data

Wooden Wagon Wheel Association

CHIEF EXECUTIVE OFFICER (CEO), EXECUTIVE DIRECTOR, PRESIDENT

JOB PURPOSE
The CEO is responsible for leadership and management of the organization according to the strategic direction set by the Board of Directors and the bylaws of the association.

PRIMARY DUTIES & RESPONSIBILITIES
The CEO shall perform some or all of the following:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors and committees on all aspects of the organization's activities
- Foster effective team work between the Board and the CEO and between the CEO and staff
- In addition to the Board Chair, act as a spokesperson for the organization
- Conduct official correspondence on behalf of and jointly with the Board as appropriate
- Represent the organization at community / industry activities to enhance the organization's profile

Operational planning & management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization (customers / clients, the public, and Board) oversees the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board. Prepare procedures to implement the organizational policies. Review existing policies on an annual basis and recommend appropriate changes to the Board
- Ensure that personnel, client, donor and volunteer files are securely stored and that privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and ancillary materials

Program planning & management

- Oversee the planning, implementation and evaluation of the organization's services
- Ensure that the programs and services meet the needs of the organization's stakeholders



Inspiring Leadership &
Organization Excellence

Professor Bill Griffin

THE LEADERSHIP CENTER



with guest speaker

M. Louise Walters
THE LEADERSHIP CENTER

