

CCAR INDUSTRIES

JOB DESCRIPTION

JOB TITLE: Executive Director

DEPARTMENT: Administration

FLSA STATUS: Exempt

GENERAL SUMMARY:

This position reports administratively to the Board of Directors of CCAR Industries through the Board President. The Executive Director is responsible for the overall implementation of the agency's policies as formulated and approved by the Board of Directors. The incumbent will be required to provide administrative supervision of the day-to-day operation of all programs and services sponsored by CCAR. Serves as a non-voting member of the Board of Directors and serves on all committees of the Agency.

DUTIES & RESPONSIBILITIES:

1. Attend and make all necessary presentations during meetings of the Board of Directors; to attend and provide staff support to the various committee meetings of the Board.
2. To assist in the orientation of new Board members; to inform new members of the general functions of the total agency.
3. Oversee the preparation of the agency's annual budget as well as assist in the preparation and submission of all associated vouchers and reports.
4. Supervise the preparation of monthly financial statements and the presentation to the Finance Committee or Board of Directors.
5. Monitor agency spending, provide authorization for the spending of sums of money as provided for in the agency's current policy.
6. Supervise and approve the writing of formal grant requests to local, state and federal agencies to provide for the purchase of equipment to provide financial assistance to the agency, or expand existing programs or initiate the development of new ones.
7. To assist in the planning, organization and approval process for fund raising activities of the agency.
8. Stimulate community organizations involvement with agency programs and perform public relations services for the agency.

9. **Prepare and enter into written agreements with the cooperation of other community and state social service agencies providing service for the developmentally disabled individuals subject to financial and policy limitations as determined by the Board of Directors.**
10. **Assist the Board of Directors in the development and updating of strategies in marketing plan.**
11. **Obtain the support of interested parties in regard to state and federal legislation that impacts on the developmentally disabled population.**
12. **To inform the Board of Directors on matters of significance to the agency, including but not limited to program matters, physical plant, administrative services, regulatory agencies, health and safety concerns and personnel matters.**
13. **Provide consultation to local associations providing services for developmentally disabled individuals.**
14. **Attend and participate in meetings, seminars and workshops relating to the developmentally disabled.**
15. **Plan for the provision of continuous professional and public education.**
16. **Supervise the approval of student practicum and curriculum plans designed for university student field placement.**
17. **Maintain a viable personnel policy plan for the agency staff and seek approval of Board of Directors.**
18. **Formulate and implement programmatic policy.**
19. **Supervise and approve the writing of position descriptions for each position in the agency.**
20. **Develop salary ranges which will meet the demands of all positions in the agency.**
21. **Implement a plan of recruitment for professional and para-professional staff.**
22. **Continue to upgrade job skills as required through changing regulations, populations served, or other variables affecting the nature of the position.**
23. **Must have sufficient computer skills in order to perform daily computer tasks.**
24. **Perform other related duties as required or assigned by the Board of Directors.**

WORK BEHAVIOR RESPONSIBILITIES:

1. **Presents a positive image of CCAR Industries at all times.**

2. **Demonstrates teamwork philosophy by working cooperatively with others within and outside the department.**
3. **Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.**
4. **Continuously seek opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.**
5. **Identifies and performs work which has not been specifically assigned, as needed.**
6. **Keep a current Illinois Driver's License and have the ability to safely operate agency vehicles.**

WORKPLACE ENVIRONMENTAL CONDITIONS:

Works in a normal office setting.

QUALIFICATIONS:

Minimum of a B.S. or B.A. degree, Master's degree preferred but not required in Public Administration, Special Education or related fields; five years successful experience in an upper management position; experience working with budgets; experience in program planning for developmentally disabled individuals; working knowledge of state and federal agencies that provide assistance to agencies that provide services to developmentally disabled individuals.

Receive a clearance on the Illinois Health Care Workers Background Check and the CANTS Criminal Background Check.

IMMEDIATE SUPERVISOR: Board of Directors

POSITIONS SUPERVISED:

Directly supervises Assistant Executive Directors, Director of Finance, Director of Human Resources, and Administrative Assistant.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.

Employee Signature

Date

Reviewed: 06/2014

Reviewed: 06/2015

Reviewed: 06/2016

Reviewed 06/2017

Revised: 06/2018