

MountainHeart

Job Description

Job Title: Chief Executive Officer
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt
OSHA Category: Category 3

Summary: The Chief Executive Officer has overall strategic and operational responsibility for MountainHeart Community Services, Incorporated. This includes the staff, programs, and expansion, finances, and execution of the mission.

Essential Duties and Responsibilities:

- Responsible for overall operations including asset protection, and marketing/public relations
- Oversee all accounting functions including those necessary for auditing, budgeting financial analysis, capital asset and property management, and payroll in conformance with generally accepted accounting principles.
- Human resource management including employment process and personnel policies and procedures.
- Interact with other organizations including cities, state, federal, and private.
- Prepare corporate documents for the Board of Director's action.
- Develop contracts and grants.
- Other duties as assigned.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, good verbal and written communication skills as well as ability to multi-task. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Bachelor's degree and 5 years' experience in upper management.

Must have valid driver's license; clear criminal background and APS/CPS check and be bondable. Must have dependable transportation with minimum liability insurance as adopted by the Board of Director's.

Documented management achievement.

Updated May 24, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Language Skills:

Good oral and written communication skill, ability to write reports, business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand. The employee is frequently required to reach, hear and talk. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date