

**BCMW COMMUNITY SERVICES  
JOB DESCRIPTION**

**JOB TITLE:** EXECUTIVE DIRECTOR

**RESPONSIBLE TO:** BCMW COMMUNITY SERVICES BOARD OF DIRECTORS

**DESCRIPTION OF WORK:** Will implement policy as directed by the Board of Directors, and is required to make those daily decisions to ensure a smooth flow of activities.

THE CAA EXECUTIVE DIRECTOR (ED) should be responsible for performing the following essential tasks:

- I. **Develop and gain Board agreement on the goals, objectives, and priorities for the CAA.**  
ED should propose to the Board, the major thrust and direction, the long-term goals, of the CAA in overcoming the poverty conditions in the community. Within these long-term goals, ED should clearly define what the CAA should accomplish over shorter, quarterly and yearly time periods. In formulating these goals and objectives, ED should ensure that they reflect the priority needs of the target residents, and that they will be fully supported by the CAA's Board and staff members. To accomplish this, ED should:
  - a. Assure the effective participation of the poor through actively soliciting their advice and recommendations on CAA programs and priorities.
  - b. Determine the essential activities that the CAA must perform to close the gaps between the needs of the disadvantaged, the available community resources, and the opportunities to achieve self-sufficiency for the area residents.
  - c. Provide completed staff work to the Board for decisions.
- II. **Direct and review the development of program plans and budgets.**
  - a. Schedule the major activities of the program over the year and judge what should be accomplished by the end of the program year.
  - b. Establish specific program and budgetary benchmarks by which to measure the results and expenditures of each program.
  - c. Present the program plans and budgets to the CAA Board for approval, and to the Regional Office for funding.
- III. **Organize the CAA's staff and resources in carrying out these program plans.**
  - a. Determine, based on available resources, which activities could best be accomplished by delegate agencies, and which should be accomplished by the CAA staff.
  - b. Supervise the negotiations of contracts with delegate agencies and community organizations; present these contracts to the Board of Directors for approval; or, when within ED delegated authority, execute the contracts on behalf of the CAA.
  - c. Decide on the employment, promotion, transfer, and discharge of staff, and provide opportunities for training and development, to enable the staff to meet high standards of performance.

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Executive Director -- Job Description Continued

IV. **Lead the staff members in the performance of their assignments.**

- a. Translate the goals, strategy, and programs of the CAA into specific and meaningful work assignments for the Program Directors and Coordinators.
- b. Establish an effective flow of information to ensure that problems can be responsively solved, and that support is provided to the staff as needed.

V. **Administer the day-to-day activities of the CAA.**

- a. ED should oversee the fiscal administration and the information flow of the CAA to ensure that these systems provide responsive and reliable information about current program operations; determine whether the personnel policies and procedures are promoting staff accomplishment of job objectives; and ensure that specific work assignments are scheduled, work completion dates are met, and quality standards are imposed for assigned tasks.
- b. Identify the major deficiencies in the operation and performance of the various programs, and ensure that corrective actions are implemented; secure technical assistance, where needed, to improve the performance of CAA program and delegate agency operations.

VI. **Establish community support for the objectives of the CAA.**

- a. ED should represent the CAA in its dealings and relationships with the community residents and the Board of Directors, the local, state, and federal governments, and other private and public agencies.

VII. **Perform other duties as required.**

- a. Perform other duties as appropriate to reach the defined goals of the agency.

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Signature

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Date