

NALBOH Position Description

Position Title: Chief Executive Officer

Date: June 2012

Reports to: Board of Directors

Classification: Exempt

Position Summary:

The Chief Executive Officer serves at the will, pleasure, and direction of the Board of Directors. The Chief Executive Officer is responsible for the overall management and operation of the association and the implementation of board directives and policies. This position includes creating and maintaining a high performance association that exceeds member expectations while meeting their needs and is also responsible for assuring the advancement of the mission—to improve and strengthen public health governance.

Essential Position Functions (Duties and Responsibilities):

1. Manages the affairs of NALBOH in accordance with the association's bylaws, Board Governance and Policy Manual, and directives of the NALBOH Board.
2. Maintains existing funding support and leads the expansion of funding support including seeking out and obtaining grants and other revenue sources.
3. Examines the books, papers, and accounts of the association regularly and proposes monthly reports to the Board concerning the conditions that are found. Takes immediate actions to correct deficiencies and reports such actions to the Board. Supervises the annual audit.
4. Submits recommendations to the Board concerning the affairs of the association and its future financial needs as the Board may request or the Chief Executive Officer deems necessary; maintains appropriate and timely communication with the President and the Board of Directors.
5. Creates an atmosphere within the association that is conducive to continuous quality improvement.
6. Supervises the hiring, evaluation, and discipline of NALBOH staff consistent with association personnel policies and procedures. Implements merit increases and other appropriate salary adjustments within the guidelines established by the NALBOH Board. Effectively administers all human resource policies and procedures.
7. Submits a proposed annual budget to the NALBOH Board with detailed estimates of revenues and expenditures and monitors revenues and expenses after adoption of the budget by the NALBOH Board.
8. Oversees the development, implementation, and maintenance of administrative procedures for all services/projects.
9. Coordinates the overall achievement of NALBOH's vision, mission, values, development, and planning.
10. Establishes current and long-range organizational goals, objectives, performance measures, plans, and policies with the NALBOH Board of Directors.
11. Identifies sources for strategic resource development.
12. Represents the association at meetings, conferences, and in other settings as may be necessary to promote the goals of NALBOH.
13. Incorporates ethical standards of practice as the basis of all interactions with communities and individuals.
14. Develops, maintains, and supports a strong Board of Directors; serves as ex officio member of the Board and its committees.
15. Leads, coaches/mentors, and develops the association's management/leadership team as part of the association's commitment to individual and professional growth.
16. Ensures effective systems to track and evaluate association activities to measure success that can be communicated to the Board, funders, and association membership.
17. Executes contracts or other instruments on behalf of the association except in cases where the execution thereof is expressly delegated by the Board of Directors or by the Bylaws to some other officer or agent of the association.
18. Works with the President to report to the full membership on the association's activities since the preceding annual meeting of the membership.
19. Performs other tasks as assigned by the President and Board of Directors.

Position Qualifications:

- Doctorate degree in Public Health, Public Administration, or related field plus 4 years of public health or association management and leadership; or Master's degree in Public Health, Public Administration, or related field plus 7 years of public health or association management and leadership; or Bachelor's degree in a related field and 10 years of management and leadership experience.

- Strong planning and administrative skills with ability to execute policies and programs for a complex, growing national association.
- Dedicated to quality and evidence-based program evaluation.
- Proven track record of establishing and maintaining relationships with diverse associations, agencies, and funders.
- Must work a flexible schedule with variable hours and travel frequently.
- Background in preparing, analyzing, and managing budgets and financial reports; skill in analyzing and solving problems.
- Excellence in personnel management with the ability to coach/mentor staff, effectively evaluate performance and take corrective actions when necessary, and maintain a positive work environment for employees.
- Past success working with a board of directors and implementing effective board development strategies.
- Strong marketing, public relations, and fundraising experience and ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Excellent computer (Microsoft Office), technology, and office equipment skills.
- Northwest Ohio residency is preferred within an established period after employment.

Competencies and Attributes

- Intellectual skills – analytical, partnership development and management, problem solving, and project management
- Interpersonal skills – team work, written communication, and oral communication
- Leadership skills – change management, visionary leadership, and managing people
- Organizational skills – strategic thinking, business acumen, cost consciousness, diversity, ethics, organizational support, and quality improvement
- Self-management skills – dependability, initiative, motivation, professionalism, planning/organizing, innovation, and judgment
- Public health/board of health knowledge – understanding the governance role in the public health system and knowledge of core public health functions and the ten essential services of public health

Certificates and Licenses

- No certifications required. Willingness to pursue certification as an association executive or equivalent.

Physical Requirements:

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

While performing job duties, employee sits 80% of the time. Occasionally required to stand; walk; use hands and fingers to handle and feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

While performing job duties, the employee is not exposed to weather conditions except during travel assignments.

Noise level in the work environment is usually moderate to low.
