

REPORTS TO: PGCCS Board of Directors

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

The CEO works with other administrators to determine the strategy of the agency. This position sets the overall direction of the Agency. CEO reports to the Board of Directors, who oversee the activities of the administrative team. The CEO, along with other administrators, manages the organizational budget, grants, and resource utilization. This position also delegates tasks to employees within the agency including other administrators, program, managers, and staff.

Essential Functions:

The CEO will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The CEO responsibilities chiefly fall within the following essential functions, although the CEO may perform other tasks and/or duties as assigned. The CEO will demonstrate competency to perform essential functions that include:

- Provides the vision, direction, inspiration, and motivation necessary to ensure PGCCS's success.
- Makes decisions that result in efficient and effective PGCCS functioning.
- Contributes to the dialogue, vision, and direction of the pertinent global, national, or local communities; for the fields of the agencies focus areas.
- Works with the Board of Directors, Policy Council, and staff to define the agency's mission, communicate it effectively within the Agency, ensure that it serves continuously as an inspiration and guide and execute it.
- Works with the board, policy council, and staff to help ensure that it is properly constituted and trained to conduct effective governance.
- Works with the Board of Directors, Policy Council, and staff to ensure adoption of and adherence to appropriate values and ethical standards in all agency's business.
- Works with the Board of Directors, Policy Council, and staff to ensure proper care and development of the agency's history, culture, reputation, and image.
- Ensures staff are properly selected, supported, and guided and that their professional development is nurtured.
- Works with the Board of Directors and staff to develop asset investment management and financial administration strategies and systems that is effective and aligned with the agency's vision/mission and ensure that such strategies and systems are implemented well.
- Works with the Board of Directors, Policy Council, and staff to develop programming, grant making and grant management strategies and systems that is effective and aligned with the agency's vision/mission and ensure such strategies and systems are implemented well.
- Works with the Board of Directors and staff to develop legal strategies and systems that is effective and aligned with the agency's vision/mission and ensure that such strategies and systems are implemented well.
- Works with the Board of Directors, Policy Council, and staff to establish accountability standards and systems that track the agency's effectiveness and impact.
- Works collaboratively with other private and/or public funders and grantees for greater social impact.

- Helps shape the agenda and decision-making of government and other external stakeholders.
- Contributes to the vision and thought leadership in the agency's focus area(s) and communicates this vision.
- Utilize virtual platforms for meetings and communications.

Minimum Requirements:

- Master's degree, all education must be from an accredited institution.
- Experience in administration, management principles, theories and practices, community resources, organizational design; grant/proposal/technical writing; and redesigning an organization to meet the needs of political and customer needs required.
- Advance computer skills in word processing, internet, and email.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Meet all agency, state and federally required immunizations or have an approved exemption on file.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of: Head Start Program Performance Standards, ADHS Bureau of Child Care Licensing, Child Development Associate (CDA) credentialing process, Head Start Early Learning Framework, CLASS, ECSE and ADE requirements required.
- Knowledge of program, financial, human resources management in non-profit or human services organizations, local community needs and resources, regulatory environment, cultural/ethnic diversity, family dynamics, monitoring procedures, supervision, and legal requirements.
- CEO is required to have strong leadership, management, diplomacy, human relations, and very high organizational skills.
- Ability to prioritize a complex workload, substantial problem solving, and substantial trans-disciplinary decision-making in the execution of program delivery required.
- CEO must possess the ability to apply principles of leadership/management in daily practice, act quickly in emergency situations.
- Possess excellent oral (including public speaking) and written communications required.
- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments,

such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date