

# **Chief Executive Officer**

## *Sample Job Description*

<b>Accountable to:</b>	Board of Directors
<b>Job Classification:</b>	Exempt, Full-Time
<b>Supervises:</b>	
<b>Work Schedule:</b>	Generally, 8 hours per day per schedule, 8:00 a.m. - 5:00 p.m.

### **Position Overview:**

The Chief Executive Officer ("CEO") serves the {HOSPITAL NAME} ("Hospital") by providing strategic leadership and financial oversight and direction. The CEO is also responsible for working with the Board of Directors ("Board") and the Leadership team to establish long-range goals, strategies, plans, and policies. The CEO communicates with the Board in a timely manner and exercises high level skills of problem solving and decision making in matters which have a major impact on the ongoing success of the Hospital.

### **Essential Functions:**

- Establishes credibility throughout the Hospital and with the Board as an effective developer of solutions to various business challenges.
- Actively participates in the development and monitoring of the Hospital's strategic plan by aligning goals and performance to support strategic initiatives.
- Approves and monitors budget expenses for all areas of responsibility.
- Motivates and leads a high-performance management team; attracts, recruits and retains required members of the Leadership team not currently in place.
- Directs the formulation and interpretation of broad, corporate long-range principles, policies and objectives.
- Directs the Hospital's strategic plan and determines, in conjunction with the Board, the allocation of corporate resources in a manner which will provide optimum long-term financial strength.
- Provides personal leadership which encourages risk-taking, supports ethical business practices and is responsive to the needs of staff and patients.
- Establishes and maintains a sound plan of organization and provides for leadership development which will ensure the continuing effective management of the Hospital.
- Supervises the financial operations of the Hospital under the direction of the Board.
- Invests and monitors the Hospital and related entity funds and corporate assets.
- Fosters a success-oriented, accountable environment within the Hospital.
- Represents the Hospital with investors and business partners.
- Properly and promptly carries out policies and decisions of the Leadership team.
- Prepares annual budget for Board approval.
- Benchmarks Hospital financial matters with industry standards.
- Provides information and responds to requests from Hospital stakeholders and state officials.
- Creates, prepares and delivers reports to stakeholders, as necessary.
- Responds timely to inquiries for information to Hospital staff and vendors.
- Actively seeks to add and enhance knowledge regarding developments and current trends in the health care industry which will serve the Hospital's business needs.
- Works collaboratively with Hospital staff to maintain a team environment to accomplish the tasks necessary to serve and support the Hospital and affiliates.
- Performs additional duties as assigned by the Board.

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### **Qualifications:**

- Bachelor's degree in Business Administration or related field; MBA is preferred.
- Ten to fifteen (10-15) years of experience and/or a background in Healthcare is preferred.
- Minimum of five (5) years management experience with the demonstrated ability to lead others and achieve results and effective delegation skills to maintain a "big picture" strategic view is required.
- Ability to prepare and present clear and concise written and oral reports; ability to understand and carry out complex oral and written directions; and ability to demonstrate initiative, sound judgment, and tact.
- Ability to deal effectively with the public and to secure the cooperation of others; ability to plan and supervise the work of others; ability to deal with personnel from varying educational backgrounds.
- Ability to prioritize and manage work effectively and efficiently to accomplish tasks while managing multiple projects at the same time and delivering friendly service.
- Presents self with professionalism while representing the Hospital at events (local, state and national events).
- Must have the ability to respect diversity and individual needs.

### **Physical Demands:**

- Lift and move items up to fifty (50) pounds.
- Sit, stand and walk for extended periods of time.
- Ability to work on the computer for hours at a time and concentrate on detailed information.
- Bend, kneel and reach items by use of hands to finger, handle or feel objects, tools or controls.
- Must be able to speak and listen effectively.
- Vision abilities for close vision, color vision, peripheral vision and depth perception.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Hospital office setting with little discomfort due to such factors as noise, heat, dust, or other adverse factors.
- Travel is required, along with that entails standard travel risks.

This job description does not state or imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by management.

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Employee Signature

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Date

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Employee Print Name