

JOB TITLE:	CEO / PRESIDENT
FLSA STATUS:	
EEO CODE:	
SALARY GRADE / BAND:	

COMPANY JOB CODE:	
DIVISION / DEPARTMENT:	
REPORTS TO:	BOARD OF DIRECTORS
LAST REVISION DATE:	

SUMMARY

Provide leadership to position the company at the forefront of the industry. Develop a strategic plan to advance the company's mission and vision and objectives and to promote revenue, profitability and growth as an organization. Oversee company operations to insure production efficiency, quality, service, and cost-effective management of resources.

PRIMARY RESPONSIBILITIES

- Develop a strategic plan to advance the company's mission and vision and objectives and to promote revenue, profitability, and growth as an organization.
- Oversee company operations to insure production efficiency, quality, service, and cost-effective management of resources.
- Plan, develop, and implement strategies for generating resources and/or revenues for the company.
- Identify acquisition and merger opportunities and direct implementation activities.
- Approve company operational procedures, policies, and standards.
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
- Evaluate performance of executives for compliance with established policies and objectives of the company and contributions in attaining objectives.
- Promote the company through written articles and personal appearances at conferences and on radio, TV and social media..
- Represent the company at legislative sessions, committee meetings, and at formal functions.
- Promote the company to local, regional, national, and international constituencies.
- Present company report at Annual Stockholder and Board of Director meetings.
- Direct company planning and policy-making committees.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Skill in examining and re-engineering operations and procedures. Experience in formulating policy, and developing and implementing new strategies and procedures. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Knowledge of public relations principles and practices. Knowledge of communication and public relation techniques. Ability to develop and deliver presentations. Ability to identify and secure funding/revenue sources.
- Work requires professional written and verbal communication and interpersonal skills. Ability to communicate and interact with staff at all levels and to work effectively with a wide range of clients in a diverse community. Ability to motivate teams and simultaneously manage several projects.
- This is normally acquired through a combination of the completion of a Master's Degree in Business Administration, Finance or Accounting and ten years of experience in a leadership role for a large General Contractor, division or Construction Management related company.
- Work requires willingness to work a flexible schedule and travel.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Work may require frequent overnight travel.

Add the content to customize to your culture, company and HR policies.