

## EXECUTIVE DIRECTOR'S ROLE AND AUTHORITY

### POLICY:

*The SCHRA Executive Director administers all agency programs and operations on a day-to-day basis. The Executive Director's primary goal is to assure those agency benefits and opportunities reach agency participants, particularly the poor, and help alleviate barriers to self-sufficiency.*

### Responsibilities:

The Executive Director's role and authority:

- Assumes all responsibilities for day-to-day operations and shall exhibit exceptional leadership qualities
- Manages under the Policy Council/Governing Board' delegation of authority; he/she has the authority to enforce the policies of the Policy Council/Governing Board
- Implements Board directives and coordinates SCHRA programs assuring efficient Agency operation
- Supervises budget and finance requirements
- Directs all other agency staff, directs and controls personnel hiring and termination requirements, and assigns and defines job requirements (hires, disciplines, and firing of staff) assuring quality personnel performance
- Supervises and orders personnel promotion, status changes, wage/salary adjustments, and other mandated employee-related responsibilities
- Assign program work areas and locations within grant requirements and budget constraints; to include modifications and improvements to interior and exterior of Agency buildings and grounds  
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- Communicates the needs and status of agency programs to the Policy Council/Governing Board
- Defines agency systems, requirements, procedures, and needs to supervisors and employees; he/she confirms all position assignments, line authority, and responsibilities

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- Communicates agency goals and expectations to staff
- Corrects any organizational faults which may be present
- Mandates and confirms that all agency personnel, including enrollees in work/training programs, adhere to and abide by agency policies, procedures and guidelines
- Authorizes and implements standards related to programs and guidelines, service areas, service center locations, community resource contributions, policy group composition, and complaint resolution
- Approves for policy group action all SCHRA funding requests, needed budget program changes, and pre-reviews Policy Council/Governing Board and Policy Council presentations
- Recommends and implements all staff personnel policies, procedures, and guidelines and monitors career development programs
- Administers additional federal/state/local and Policy Council/Governing Board' guidelines mandated by law or agency requirement.