

Chief Executive Officer Job Description

Job Title – Chief Executive Officer	Reports to: Board of Directors	
Job Code-	Overtime Status: <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)	
Department – Executive	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the overall operations of the hospital. The incumbent provides leadership, direction, coordination, and administration of the operations to insure compliance. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems and hospital finances and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • Chief Operating Officer • Chief of Clinical Services • Administrative Assistant 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Oversees the operations of all aspects of the systems providing clinical care • Develops effective and efficient processes and organizational structure • Maintains a positive work environment • Assures safety throughout the facility • Acts as a visible community leader • Plays a crucial role in fund development • Represents the organization to government agencies and legislators • Carries out the organizations strategic plan (short term and long term) • Completes and delivers yearly performance reviews of senior officers 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Facilitates senior management meetings • Attends board of directors meetings • Approves hiring decisions of senior management positions within the organization 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Masters degree in Business Administration • State Licensed Physician preferred 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 5-7 years of experience in a health care environment • Preferred 7-10 years of experience in a health care environment 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, Microsoft Project, and accounting software • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients, providers, vendors, community agencies, and advocates and regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Chief Executive Officer Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit			X		
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
	Turn				
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No XXX		Yes		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise		
	Outdoor		Fumes		
	High Temperatures		Confined Areas		
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature