

**Chief Executive Officer  
Palm Beach County Medical Society & Services**

**JOB TITLE:** CEO  
**LOCATION:** West Palm Beach, FL  
**CLASSIFICATION:** Full-time, Exempt-Executive  
**REPORTS TO:** Board of Directors  
**REVISION DATE:** August 2019

**JOB SUMMARY:**

The CEO of Medical Society is responsible for the direction and administration of Palm Beach County Medical Society and Palm Beach County Medical Society Services. The CEO serves as the chief staff executive. The Board of Directors have a right to expect that the business of the organization will be conducted on a sound, productive, respectable basis and without their continuous personal attention. It is the CEO's responsibility to see that this is done. This involves the overall administration and control of the PBCMS and PBCMSS activities as authorized by the Board of Directors and Executive Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Executes policies approved by the Board of Directors or Executive Committee.
- Directs designated programs and activities of PBCMS and Medical Society Services to assure objectives are attained.
- Serves as a stimulus for innovation and progress of the organization's operations.
- Responsible for preparation of the PBCMS and PBCMSS program and organizational budgets and furnishes financial reports to the Executive Committee, Board of Directors on a regular basis.
- Provides direction and supervision of the identification of funding opportunities, preparation and submission of proposals, management of all grant reporting requirements.
- Hires, supervises, motivates, trains, and maintains an adequate staff of personnel for execution of authorized programs.
- Maintains active communication and relationships with elected officials, community leaders, hospitals, business and community organizations.
- Serves as the spokesperson for the organization as directed by the Board of Directors.
- Negotiates and executes contracts and commitments as authorized by the Board of Directors and Executive Committee.
- Maintains custody of all official Society documents and records, including member information, and from time to time, conducts or oversees an inventory of Society property.
- Serves as the principle staff liaison with the Florida Medical Association, American Medical Association, county and state governmental agencies, and other medically related organizations in and around Palm Beach County.
- Carries out such duties and responsibilities delegated by the President, and Executive

- Recognizes that his/her primary responsibility is in aiding and assisting the elected officers of the Society so that their job responsibilities can be performed with maximum of effect and minimum of effort.
- Perform other duties as assigned.

### **SUPERVISES:**

All agency staff.

### **POSITION RELATIONSHIPS:**

Regular contact with the Board of Directors, frequent contact with Board members, daily contact with staff, and significant contacts with the media, civic organizations, private and public entities, funders, and community leaders.

### **POSITION REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university or equivalent in a field related to job responsibilities may be substituted for Bachelor's Degree.
- A record of excellent and responsible prior managerial experience.
- Possess a comprehensive knowledge of grant-writing, development training needs for staff and Board of Directors, grants management, nonprofit financial procedures.
- Possess a working knowledge of applicable laws, administrative rulings, regulations, directives, accounting, and guidelines that govern private not-for-profit corporations.
- Possess excellent communication skills, both orally and in writing, as well as organizational and planning skills.
- Able to effectively manage the human resources of the agency, including community residents and volunteers.
- Able to build on the assets and address weaknesses of staff in order to effectively motivate and facilitate personnel interrelations.
- Position requires extensive travel in the local area. Must have a reliable vehicle, and requires maintaining a valid Florida State drivers' license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained.
- Working knowledge of office computer software, e-mail systems, and the internet.

**SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:**

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-25 pounds.)
- Tasks may involve extended periods of time at a keyboard or workstation.
- Noise level is usually quiet to moderate.

**EQUIPMENT:**

Telephone, fax, calculator, computer and copy machine.

**SALARY RANGE:**

Commensurate with experience.

Continued employment is dependent on availability of funding resources.

**NON-DISCRIMINATION STATEMENT:**

The Palm Beach County Medical Society & Services does not discriminate against employees or clients on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, pregnancy, age, disability, marital status, familial status, genetic information, veteran status, or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Palm Beach County Medical Society & Services will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

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[Name], CEO

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Date