

JOB DESCRIPTION

CHIEF EXECUTIVE OFFICER

Job Description

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3. Delegation of Authority

1. AUTHORITY

By the authority delegated by the Board of Directors, the Chief Executive Officer has full discretionary power to execute and effect the by-laws, policies, and directives of the Board of Directors of Fisheries Development Board (FDB). All authority delegated to the Chief Executive Officer will be documented as stated by FDB in the Policy Manual.

2. RESPONSIBILITIES

The Chief Executive Officer has overall responsibility to ensure that program objectives are clearly stated and that program activities are focused on achievement of stated goals. The Chief Executive Officer reports to the Board of Directors and has primary responsibilities of supervision of program personnel and setting the overall tone for the program under execution of the Board.

The Chief Executive Officer implements the policy directives emanating from the Board of Directors and assumes the overall leadership role in guiding all administrative, fiscal, counseling, and community oriented program activities as delineated by the standards adopted by the Board, SECP regulations and Government policies. The Chief Executive Officer is responsible for the following specific areas of the program:

- i. Program Planning, Development, and Implementation
- ii. Fiscal Management
- iii. Environment
- iv. Personnel
- v. Confidential Records and Files
- vi. Reports
- vii. Other Duties as Assigned

a. Program Planning, Development, And Evaluation

It is the CEO's responsibility to plan and develop programs as funded by the funding agencies and approved by the Board of Directors. The main planning, development, and evaluation functions include:

- i. Preparing grants and contracts for initial or continued funding for approval by the Board.
- ii. Business Plan development to ensure funding and income generation for future programs / activities
- iii. Initiation or change of policy of program or funding allocations as directed by the Board to be submitted to the granting agencies.
- iv. Public relations, including all requests for technical assistance.
- v. Cooperation with the line departments, agencies in development of a course of action for first-time and repeat.

- vi. Development of agreements with referral agencies and treatment programs
- vii. Working closely with the appropriate public and private funding sources and other fisheries related service agencies.
- viii. Developing goals and objectives for consideration by the Board.
- ix. Providing and being responsible for meeting all administrative, financial and technical assistance requests.
- x. Provide Board with updated program changes.

b. Fiscal Management

The CEO shall assist, advise, and act for the Board of Directors in the following:

- i. Develop an annual budget for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year.
- ii. Sign checks on behalf of the Board with a second, authorized signature by a designated officer of the Board on all checks, notes, drafts, and demands for money. All expenditures require the approval of the Chief Executive Officer.
- iii. Authorize purchase orders, vouchers, and payments within parameters set in the Policy Manual.
- iv. Maintain an inventory of agency property and protect all such property.
- v. Administer contracts as approved by the Board.

c. Environment

The Chief Executive Officer is responsible for ensuring the following environmental standards are met:

- i. Establishment of an environment that enhances the positive self-image of the stakeholder and staff and preserves human dignity.
- ii. Equipping and maintaining an environment that ensures the health and safety of the stakeholders and staff.
- iii. Counseling stakeholders in any component of the programs under execution of the Board, individually or in special groups.
- iv. Ensuring documentation of planned programs consistent at all times with the needs of the stakeholder for fisheries and aquaculture related activities.

d. Personnel

The Chief Executive Officer is authorized to transact all personnel actions subject to the Personnel Policies and Procedures (Policy Manual), and to report such actions as necessary to the Board. The Chief Executive Officer is responsible for:

- i. Recruitment, hiring, staffing, and supervision of project / section heads and other personnel not under the supervision of section / project heads.
- ii. Being available for counseling of staff.
- iii. Ensuring that performance evaluations of all staff are completed according to the Policy.
- iv. Determining the need for travel and training of all employees, and approval or denial of staff travel and training requests consistent with the travel and training budget approved by the Board.
- v. Promotion, demotion, disciplinary action, and exit interviews, in accordance with the Policy Manual.
- vi. Annual review and update of Policy Manual and all job descriptions for Board consideration.

e. Confidential Records and Files

All records, reports, and other materials relating to stakeholders shall be kept in a locked file under the direction of the CEO. The responsibility for keeping accurate and complete

records as prescribed in the Policy Manual, the funding agencies requirements, and FDB policies rests with the CEO. The following shall be kept and made available to authorized individuals or agencies:

- i. Donor records of all components of the program under execution of the Board including program plans, goals, and objectives; provision for continued assessment; basis for development of the sector plan with method of implementation; and final progress evaluation including a discharge summary.
- ii. Specific records as may be required by funding agencies or directed by the agency.
- iii. Personnel files, including employee files, timesheets, performance evaluations, salary schedules, job classifications, petty cash records, and telephone and travel logs.
- iv. Continual documentation of program expansion, alteration, and deletions as required by funding agencies and accrediting authority.

f. Reports

The Chief Executive Officer is responsible for all reports required by funding sources or the Board of Directors. Such reports include, but are not limited to, the following:

- i. Monthly narrative (Chief Executive Officer's Report)
- ii. Monthly statistical reports
- iii. Quarterly progress evaluation
- iv. Minutes of all staff meetings
- v. Quality assurance reports
- vi. Copies of all agencies, state, federal, and local inspection reports

g. Other Duties as Assigned

The Chief Executive Officer shall perform other duties as prescribed by the Board of Directors.

3. DELEGATION OF AUTHORITY

The Chief Executive Officer may delegate duties, responsibilities, and authority to carry out functions within the parameters of the Policy Manual.