**JOB DESCRIPTION**

**CHIEF EXECUTIVE OFFICER (CEO)**

**JOB TITLE:** Chief Executive Officer (CEO)

**OBJECTIVE**

Manages and directs the dealership toward its primary objectives, based on profit and return on capital, by performing the following duties personally or through subordinate managers.

**PRIMARY RESPONSIBILITIES**

* Establishes current and long-range objectives, plans, and policies, subject to approval by the board of directors.
* Advises, guides, directs and authorizes significant plans and dealership procedures consistent with established policies and Dealer approval.
* Oversees the adequacy and soundness of the dealership's financial structure.
* Reviews the operating results of the dealership, compares them to established objectives, and takes steps to ensure appropriate measures are taken to correct unsatisfactory results.
* Plans and directs all investigations and negotiations on mergers, joint ventures, the acquisition of other dealerships, or the sale of significant assets with the board of directors' approval.
* Establishes and maintains an effective system of communication throughout the dealership.
* Represents the dealership to customers, shareholders, the financial community, and the public.
* Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily to perform this job successfully y. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* + Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
  + Two to four years related experience or training; or equivalent combination of education and experience.
  + Four to ten years related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* + Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
  + Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to draft routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.
  + Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to draft reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
  + Can read, analyze, and interpret standard scientific and technical journals, financial reports, and legal documents and respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to effectively present information to top management, public groups, and the Dealer. Ability to write speeches and articles for publication that conform to prescribed style and format.
  + Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to give compelling and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and the board of directors.

**MATH SKILLS**

* + Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
  + Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of math.
  + Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane, solid geometry, and trigonometry. Ability to apply fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITIES**

* + Applying common sense understanding to conduct detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
  + Ability to apply common sense understanding to complete written, oral or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
  + Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
  + Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**CERTIFICATION and LICENSE**

[If applicable.]

**PHYSICAL REQUIREMENTS**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Chief Executive Officer **Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_