

11-1000 Top Executives

11-1011.00 Chief Executives

- **Education/Training Required:** Work experience plus degree
- **Employed:** 321,300
- **Annual Earnings:** \$142,440
- **Growth:** 14.9%
- **Annual Job Openings:** 38,000

Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

Direct and coordinate an organization's financial and budget activities in order to fund operations, maximize investments, and increase efficiency. Confer with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems. Analyze operations to evaluate performance of a company and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change. Direct, plan, and implement policies, objectives, and activities of organizations or businesses in order to ensure continuing operations, to maximize returns on investments, and to increase productivity. Prepare budgets for approval, including those for funding and implementation of programs. Direct and coordinate activities of businesses or departments concerned with production, pricing, sales, and/or distribution of products. Negotiate or approve contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities. Review reports submitted by staff members in order to recommend approval or to suggest changes. Appoint department heads or managers and assign or delegate responsibilities to them. Direct human resources activities, including the approval of human resource plans and activities, the selection of directors and other high-level staff, and establishment and organization of major departments. Preside over or serve on boards of directors, management committees, or other governing boards. Prepare and present reports concerning activities, expenses, budgets, government statutes and rulings, and other items affecting businesses or program services. Establish departmental responsibilities and coordinate functions among departments and sites. Implement corrective action plans to solve organizational or departmental problems. Coordinate the development and implementation of budgetary control systems, record-keeping systems, and other administrative control processes. Direct non-merchandising departments such as advertising, purchasing, credit, and accounting. Deliver speeches, write articles, and present information at meetings or conventions in order to promote services, exchange ideas, and accomplish objectives.

GOE Information—Interest Area: 04. Business and Administration. **Work Group:** 04.01. Managerial Work in General Business. **Personality Type—**Enterprising. Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. They sometimes require risk taking and often deal with business. **Work Values—**Authority; Social Status; Working Conditions; Creativity; Autonomy; Responsibility. **Skills—**Management of Financial Resources; Management of Material Resources; Negotiation; Judgment and Decision Making; Management of Personnel Resources; Systems Evaluation. **Abilities—Cognitive:** Number Facility; Written Expression; Mathematical Reasoning; Memorization; Fluency of Ideas; Written Comprehension. **Psychomotor:** None met the criteria. **Physical:** None met the criteria. **Sensory:** Speech Clarity; Speech

Recognition; Near Vision; Auditory Attention. **General Work Activities—Information Input:** Getting Information; Identifying Objects, Actions, and Events; Monitoring Processes, Materials, or Surroundings. **Mental Process:** Making Decisions and Solving Problems; Developing Objectives and Strategies; Organizing, Planning, and Prioritizing. **Work Output:** Interacting With Computers. **Interacting with Others:** Communicating with Persons Outside Organization; Establishing and Maintaining Interpersonal Relationships; Communicating with Other Workers. **Physical Work Conditions—**Indoors; Sitting. **Other Job Characteristics—**Need to Be Exact or Accurate; Errors Have Important Consequences; Repeat Same Tasks.

Experience—Job Zone 5. Extensive skill, knowledge, and experience are needed. **Job Preparation—**SVP 8.0 and above—four years to more than 10 years. **Knowledges—**Administration and Management; Economics and Accounting; Sales and Marketing; Personnel and Human Resources; Law and Government; Customer and Personal Service. **Instructional Programs—**Business Administration/Management; Business/Commerce, General; Entrepreneurship/Entrepreneurial Studies; International Business/Trade/Commerce; International Relations and Affairs; Public Administration; Public Administration and Services, Other; Public Policy Analysis; Transportation/Transportation Management.

Related SOC Job—11-1011 Chief Executives. **Related OOH Job—**Top Executives. **Related DOT Jobs—**050.117-010 Director, Employment Research and Planning; 079.167-010 Community-Services-and-Health-Education Officer; 090.117-034 President, Educational Institution; 099.117-022 Superintendent, Schools; 137.137-010 Director, Translation; 168.167-090 Manager, Regulated Program; 169.117-010 Executive Secretary, State Board of Nursing; 185.117-010 Manager, Department Store; 185.167-062 Supervisor, Liquor Stores and Agencies; 186.117-022 Deputy Insurance Commissioner; others.

11-1021.00 General and Operations Managers

- **Education/Training Required:** Work experience plus degree
- **Employed:** 1,663,810
- **Annual Earnings:** \$81,480
- **Growth:** 17.0%
- **Annual Job Openings:** 208,000

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Includes owners and managers who head small business establishments whose duties are primarily managerial.

Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products. Manage staff, preparing work schedules and assigning specific duties. Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary. Determine staffing requirements and interview, hire, and train new employees or oversee those personnel processes. Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while