



**O\*NET OnLine**

## Summary Report for: 11-1011.00 - Chief Executives

[Updated 2010](#)

**Bright Outlook**

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within 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.

**Sample of reported job titles:** Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Vice President, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Finance Vice President, General Manager, Operations Vice President

Also see: [Chief Sustainability Officers](#)

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### Tasks

- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Prepare budgets for approval, including those for funding or implementation of programs.
- Direct or coordinate activities of businesses or departments concerned with production, pricing, sales, or distribution of products.
- Negotiate or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Review reports submitted by staff members 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 or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.

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### Tools & Technology

**Tools** used in this occupation:

**Calculators or accessories** — 10-key calculators

**High capacity removable media drives** — Universal serial bus USB flash drives

**Mobile phones** — Smartphones

**Notebook computers** — Laptop computers

**Personal digital assistant PDAs or organizers** — Personal digital assistants PDA

**Technology** used in this occupation:

**Data base user interface and query software** — AdSense Tracker; Databox software; Microsoft Access; Structured query language SQL

**Electronic mail software** — Email software; Listserv software; Microsoft Outlook

**Enterprise resource planning ERP software** — Microsoft Dynamics AX; Oracle E-Business Suite; Oracle PeopleSoft; SAP software

**Human resources software** — Halogen e360; Halogen ePraisal; Human resource information system HRIS software; Infor SSA Human Capital Management

**Project management software** — HCSS HeavyBid; HCSS HeavyJob; Microsoft Advertising Atlas Search; Microsoft Project

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## Knowledge

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

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## Skills

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Coordination** — Adjusting actions in relation to others' actions.

**Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

**Time Management** — Managing one's own time and the time of others.

**Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.

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## Abilities

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

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## Work Activities

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.

**Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

**Selling or Influencing Others** — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

**Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

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## Work Context

**Electronic Mail** — How often do you use electronic mail in this job?

**Face-to-Face Discussions** — How often do you have to have face-to-face discussions with individuals or teams in this job?

**Impact of Decisions on Co-workers or Company Results** — How do the decisions an employee makes impact the results of co-workers, clients or the company?

**Telephone** — How often do you have telephone conversations in this job?

**Frequency of Decision Making** — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?

**Freedom to Make Decisions** — How much decision making freedom, without supervision, does the job offer?

**Importance of Being Exact or Accurate** — How important is being very exact or highly accurate in performing this job?

**Contact With Others** — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?

**Duration of Typical Work Week** — Number of hours typically worked in one week.

**Letters and Memos** — How often does the job require written letters and memos?

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## Job Zone

**Title** Job Zone Five: Extensive Preparation Needed

**Education** Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

**Related Experience** Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.

**Job Training** Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

**Job Zone Examples** These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.

**SVP Range** (8.0 and above)

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## Education

Percentage of Respondents	Education Level Required
Not available	Bachelor's degree
Not available	Master's degree
Not available	Doctoral or professional degree

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## Interests

Interest code: **EC**

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

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## Work Styles

**Integrity** — Job requires being honest and ethical.

**Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

**Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and

exerting effort toward mastering tasks.

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Persistence** — Job requires persistence in the face of obstacles.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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## Work Values

**Recognition** — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

**Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

**Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

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## Related Occupations

- 11-2022.00 [Sales Managers](#) 🌟
- 11-2031.00 [Public Relations and Fundraising Managers](#)
- 11-3031.01 [Treasurers and Controllers](#) 🌟
- 11-3061.00 [Purchasing Managers](#)
- 11-3071.03 [Logistics Managers](#) 🌟 🌿
- 11-3131.00 [Training and Development Managers](#)
- 11-9111.00 [Medical and Health Services Managers](#) 🌟 **Bright Outlook**
- 11-9199.04 [Supply Chain Managers](#) 🌟 🌿 **Green**
- 23-1011.00 [Lawyers](#) 🌟
- 41-1012.00 [First-Line Supervisors of Non-Retail Sales Workers](#) 🌟

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## Wages & Employment Trends

### National

**Median wages (2012)** \$80.84 hourly, \$168,140 annual

**Employment (2010)** 370,000 employees

**Projected growth (2010-2020)** ■■■■ Slower than average (3% to 9%)

**Projected job openings (2010-2020)** 111,500

**Top industries (2010)** [Self-Employed](#)

## State & National

Select a State

Go



Source: Bureau of Labor Statistics [2012 wage data](#) and [2010-2020 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2010-2020). "Projected job openings" represent openings due to growth and replacement.

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## Job Openings on the Web

### Find Jobs

for Chief Executives

Select a State

Go



### State & National Job Banks

Select a State

Go



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## Sources of Additional Information

**Disclaimer:** Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Top Executives](#). Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2012-13 Edition*.

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