

Top Executives

SOC: 11-1011 • Career Profile Report

■ Key Facts

\$105,350 Median Salary	4,022,200 Employment	+4.0% Growth Rate
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■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■■ Work-Life Balance

6.2/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Communication skills, Decision-making skills, Leadership skills, Problem-solving skills, Time-management skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Top Executives typically perform the following 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. • Prepare budgets for approval, including those for funding or implementation of programs. • 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 or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services. • Implement corrective action plans to solve organizational or departmental 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 or coordinate activities of businesses or departments concerned with production, pricing, sales, or distribution of products. • 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. • Appoint department heads or managers and assign or delegate responsibilities to them. • Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or individuals. • Review reports submitted by staff members to recommend approval or to suggest changes. • Negotiate or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities. • Establish departmental responsibilities and coordinate functions among departments and sites. • Deliver speeches, write articles, or present information at meetings or conventions to promote services, exchange ideas, or accomplish objectives. • Serve as liaisons between organizations, shareholders, and outside organizations. • Coordinate the development or implementation of budgetary control systems, recordkeeping systems, or other administrative control processes. • Preside over, or serve on, boards of directors, management committees, or other governing boards. • Attend and participate in meetings of municipal councils or council committees. • Organize or approve promotional campaigns.

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Source: <https://www.bls.gov/ooh/management/top-executives.htm>