02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Executive Director 1	CODE: 61611C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative direction of board, council, or commission chairperson; provides administrative services to this body & directs all internal & external operations of amll or medium sized state government agencies subject to control by boards, councils, or commissions;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(505) 123.1-7-17		Excercises initiative & autonomy in directing, planning, coordinating, & supervising operations of a small or medium sized & frequently complex state board, council, or commission having a statewide scope of concern; directs activities involving large numbers of employees at diverse locations, impacting on this & other departments; prepares & submits operational budgets, represents organization in budgetary hearings before legislature; displays substantial government expertise to secure executive & legislative approval. Implements programs requiring multi-year time periods, through complex decision process involving extensive research & coordination, the cooperation of general public & agency representation at all levels of government, & major efforts to secure departmental awareness; support & actions; prepares & recommends regulations concerning activities within the scope of the organization; may serve on policy making & quasi-judicial bodies of the state, or as administrative officer for related advisory, rule making or appeals boards or commissions. Performs liaison duties with other state agencies, federal agencies, legislators, national organizations, public groups, & executives; has wide & direct or major indirect impact on public groups & individuals in important functional areas; initiates or responds to various correspondence from many diverse sources; speaks before various groups in order to promote activities of council,board, or commission; has final approval for release of information concerning policy & procedures	*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT

NEW 02 AUG 1987

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FUNCTION:

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(5%) 123:1-7-17		to news media or by direct verbal or written correspondence.	*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS *(including license, if any.)*	TRAINING & DEVELOPMENT: