NEW AUG 0 2 1987

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Executive Director 2

CODE: 61612 C

MAJOR AGENCIES: County Offices

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 a large or very large state government agencies subject to control by boards, councils, or commissions;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
(597) 123-1-2-17		Excercises initiative & autonomy in directing, planning, coordinating, & supervising operations of a large or very large & 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 governmental 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 representatives 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 or procedures 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: