

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Executive Director

**SERIES NO.:**

6161

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the executive director occupation is to exercise initiative & autonomy in directing, planning, coordinating & supervising operations of boards, councils and commissions.

The levels of the series are determined by the size of the state government agencies subject to control by boards, councils or commissions.

At the first executive level, incumbents direct small or medium sized agency.

At the second executive level, incumbents direct large or very large sized agency.

At the third executive level, incumbents direct large & most complex agency or state medical board.

At the fourth executive level, incumbents direct multi-geographical jurisdiction, or statewide library services, or Ohio Expositions Commission, or Ohio Ethics Commission, or Ohio Civil Rights Commission.

**CLASS TITLE:**

Executive Director 1

**CLASS NUMBER:**

61611

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The first executive level class works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of small or medium sized state government agency subject to control by board, council or commission.

**CLASS TITLE:**

Executive Director 2

**CLASS NUMBER:**

61612

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second executive level works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of large or very large sized state government agency subject to control by board, council or commission.

**CLASS TITLE:**

Executive Director 3

**CLASS NUMBER:**

61613

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The third executive level works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of largest & most complex state government agency subjects to control by board, council or commission or act as executive director of State Medical Board.

**CLASS TITLE:**

Executive Director 4

**CLASS NUMBER:**

61614

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The fourth executive level works under administrative direction & requires thorough knowledge of management in order to act as chief operating officer for human services agency with multi-geographical jurisdictions & multi-faceted human services programs (i.e., vocational rehabilitation programs & disability insurance programs), or act as chief executive officer of board responsible for provision of statewide library services, or act as chief executive officer of Ohio Expositions Commission, or act as executive director of Ohio Ethics Commission, or act as executive director of Ohio Civil Rights Commission.

<b><u>CLASS TITLE:</u></b> Executive Director 1	<b><u>CLASS NUMBER:</u></b> 61611	<b><u>BARGAINING UNIT:</u></b> 022
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**EFFECTIVE DATE:**

01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of small or medium sized & frequently complex state board, council, or commission having 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 hearing 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, 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 scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of 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 to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.

<b><u>CLASS TITLE:</u></b> Executive Director 2	<b><u>CLASS NUMBER:</u></b> 61612	<b><u>BARGAINING UNIT:</u></b> 022
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**EFFECTIVE DATE:**  
01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of large or very large & frequently complex state board, council, or commission having 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, 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 scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of 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 to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b>CLASS TITLE:</b> Executive Director 3	<b>CLASS NUMBER:</b> 61613	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of largest most complex state board, council, or commission have 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;

OR

Acts as executive director of State Medical Board of Ohio, administers, directs, coordinates & evaluates all internal & external operations, develops & implements agency plans, policies & procedures, oversees budget & supervises assigned staff.

Implements programs requiring multi-year time periods through complex decision process involving extensive research & coordination, 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 scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of commissions.

Performs liaison duties with other state agencies, federal agencies, legislator, 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 to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**  
N.A.

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b>CLASS TITLE:</b> Executive Director 4	<b>CLASS NUMBER:</b> 61614	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Provides executive level leadership & management expertise in direction & coordination of agency responsible for provision of services for visually impaired & vocational rehabilitation & administration of federal social security disability program having impact on major population of diverse or specialized client groupings, formulates & regulates agency policy, develops agency's multi-funded budget & evaluates service programs for quality, population needs, financial accountability & effectiveness of services rendered in reaching valid conclusion of programs' overall impact;

OR

Provides executive level leadership & directions in management & provision of statewide library services impacting local libraries, regional library systems, state agencies, state educational institutions, blind & physically handicapped & all sectors of general public, formulates, establishes & regulates state library policies, directs development of budget consisting of state, federal & contract revenue funds & oversees research & evaluation of programs to determine impact & effectiveness of library services;

OR

Acts as executive director of Ohio Ethics Commission, provides executive-level coordination of Ohio Ethics Commission programs, administers, plans & coordinates commission operations (e.g., finance, data processing, human resources) in order to enforce ethics laws, oversees preparation & submission of overall commission budget & formulates & regulates implementation of overall commission policies & procedures;

OR

Acts as chief executive officer of Ohio Expositions Commission, provides executive direction & administration of Ohio Expositions Center, formulates & implements overall policies & procedures related to production of annual Ohio State Fair, operates & maintains year round, service-oriented for public benefit, multi-purpose event & convention facility, administers agency-wide administrative & support functions to include finance, business administration, entertainment, maintenance, human resources & marketing & develops & monitors agency-wide budget & supervises assigned staff;

OR

Acts as executive director of Ohio Civil Rights Commission (i.e., provides executive leadership, direction & management of agency responsible for enforcement of Section 4112 of Ohio Revised Code to include Ohio laws against discrimination, formulates & regulates agency policies & procedures necessary to carry out functions & duties of commission, directs overall activities of multi-geographical agency with regional offices and central office location, & directs development of centralized multi-funded budget consisting of state & federal funds).

Oversees agency's administrative functions & support areas such as finance, data processing & human resources; makes presentations at budgetary hearings & appears before congressional committees & legislative review sessions & negotiates agency policy with advocacy organizations, legislative investigatory committees & labor associations; supervises Ohio Ethics Commission's statutory responsibility for financial disclosure administration & enforcement; provides direct supervision of staff under commission's statutory authority to conduct conflict of interest enforcement under statutory confidentiality requirements to include investigations & formal complaints heard by commission.

Co-chairs or participates on advisory agencies, conciliation council &/or other programs/committees on state, regional &/or national level; represents commission at conferences; delivers speeches; acts as liaison on state, regional, national or international basis; initiates &/or responds to correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.