

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

Accountancy Board Executive Director

SERIES NO.:

6213

MAJOR AGENCIES:

Accountancy Board of Ohio only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the accountancy board executive director occupation is to direct & manage all program activities of the accountancy board & supervise assigned staff.

CLASS TITLE:

Accountancy Board Executive Director

CLASS NUMBER:

62131

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of accounting, state & federal statutes applicable to accountancy board & managerial principles/techniques in order to direct & manage all program activities (e.g., examination, certification, continuing education, licensing, firm registration & peer review, investigation & disciplinary actions & education assistance) of Accountancy Board of Ohio & supervise assigned staff.

CLASS TITLE: Accountancy Board Executive Director	CLASS NUMBER: 62131	BARGAINING UNIT: 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.)

Directs & manages all program activities (e.g., examination, certification, continuing education, licensing, firm registration & peer review, investigation & disciplinary actions & education assistance) of Accountancy Board of Ohio, represents accountancy board before legislature, government agencies, professional associations & general public on matters relating to programs of accountancy board, represents board at meetings of national association of state boards of accountancy & communicates board's position on national issues affecting public & accountancy profession, prepares biennial budget & supervises assigned staff.

Drafts internal policies & provides program direction for agency staff; drafts administrative rules & prepares implementation plans for board initiatives; drafts preliminary agenda for board meetings; conducts board meetings at direction of board chairman; prepares board minutes; makes recommendations to board concerning policies & procedures; participates in planning & policy development.

Investigates & initiates warnings or other legal actions in conjunction with attorney general's office; prepares materials for board hearings or appeals in court in conjunction with legal counsel; drafts legislative material for board.

Directs operation of board's information systems; oversees & approves content & format of board's web site; acts as liaison for board with state information systems officials; communicates with public via speeches, telephone, e-mail & routine correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration or accounting; managerial principles/techniques; supervisory principles/techniques; employee training & development; state & federal statutes applicable to board*; accountancy law & accountancy board rules*; strategic planning; public relations; office practices & procedures; investigative practices & techniques*; computer & information systems; capabilities of internet & computer programs*. Skill in operation of personal computer. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate verbally & in writing; draft speeches; handle sensitive inquiries & issues from general public; recognize & articulate potential legal problems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration or accounting; 18 mos. exp. or 18 mos. trg. in managerial principles/techniques; 12 mos. exp. or 12 mos. trg. in supervisory principles & techniques; 12 mos. exp. or 12 mos. trg. in computer & information technology; 6 mos. exp. or 6 mos. trg. in public relations; 3 mos. exp. or 3 mos. trg. in employee training & development.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.