

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <h2 style="margin: 0; text-align: center;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
	UNIT OR OFFICE Director's Office

POSITION NUMBER <b>20074483</b>	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
USUAL WORKING TITLE OF POSITION Executive Director	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director 4	
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Direct all internal & external operations of the School Employees Health Care Board (SEHCB) subject to control by board: acts as a fiduciary on behalf of the SEHCB, directs, plans, & coordinates all administrative functions & supervises operations of SEHCB (ORC 9.901); responsible for all actions as directed by board including supporting design & implementation of Best Practice Standards identified by board (e.g., analyzes procurement practices, vendor management, reporting requirements & other factors relating to providing health care benefits ORC 9.901); maintains written record of all proceedings of board, directs all human resource activities (e.g., provides training, completes performance evaluations, hires/terminate staff, disciplines employees); receives administrative direction from the board & implements all board actions.	Knowledge of (1)management, (2) health insurance (3) labor relations, (4) workforce planning, (5)employee training and development (6)supervision, (7) public relations, (8)human relations, (9)office management, (10) agency policies & procedures for agency*, (11) ORC 4775; Skill in (12) operation of personal computer & associated software; Ability to (13) maintain accurate records, (14) prepare meaningful, concise & accurate reports, (15) use proper research methods in gathering data, (16) establish friendly atmosphere as supervisor of work unit, (17) handle sensitive inquiries from & contacts with officials & general public.
30	Formulates, plans, directs & manages all budget/fiscal functions of board: prepares & administers budget & related reports; oversees & administers financial programs (e.g., establishes processes & procedures, internal controls, purchasing, expenditure control, disbursements, fixed asset inventory).	Knowledge of 1,2,3,4,5,6,7,8,9,10*, 11, (18) budgeting, (19) inventory control Skill in 12 Ability to 13, 14, 15, 16, 17.
20	Develops & implements program & plans on behalf of board: prepares & recommends laws, rules & regulations concerning design & implementation of medical plans identified by board; represents board as official spokesperson to public, other government agencies, government officials & professional associations; answers inquiries from public & other groups regarding certificates, registration & policies/procedures.	Knowledge of 1,2,3,4,5,6,7,8,9,10*,11, 18, 19 Skill in 12 Ability to 13, 14, 15, 17, (2) prepare & deliver speeches before specialized audiences & general public.
5	Perform other related duties as required to fulfill agency mission.	Knowledge of 1,2,3,4,5,6,7,8,9,10*,11, 18, 19 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20.
Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/11/07
--	--	------------------

JOB CODE TITLE  
**Executive Director 3**  
  
 JOB CODE  
**61613**  
  
 ADD 10-15-07 (Dr)