

Position Description

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES DIVISION

CLASS NUMBER	CLASS TITLE	PCN	AGENCY
61611	Executive Director I	12.0	Commission on Hispanic/Latino Affairs

USUAL WORKING TITLE OF POSITION	COUNTY OF EMPLOYMENT	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Executive Director	Franklin	Board of Commissioners

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
10	Implements programs of public awareness; serves as clearinghouse to review and comment on all proposals to meet the needs of Hispanic/Latino people that are submitted to him/her by public and private agencies.	Knowledge of 11a, 11b, 14, Hispanic culture, Spanish usage; Ability to 32q, 32r.
10	Monitors and evaluates all programs sub-contracted to local agencies; chairs the Interagency Council on Hispanic/Latino Affairs, which is composed of various subjects relative to concerns composed of organizations, public officials, charitable and religious institutions.	Knowledge of 11a, 11b, 13b*, 14, Hispanic culture, Spanish usage; Ability to 30f, 32r.
10	Promotes and assures equal employment for Hispanic/Latino people through affirmative action plans for state and local governments and private businesses; endeavors to assure that Hispanic/Latino people have access to decision-making bodies in all state and local governmental departments and agencies.	Knowledge of 6, 7, 11a, 11b, 13b*, 14; Ability to 30f
10	Submits a monthly written report at commission meetings, and an annual report of activities, accomplishments and recommendations as they apply to the Office on Hispanic/Latino Affairs; initiates or responds to various correspondence from many diverse sources; speaks before various groups in order to promote Hispanic/Latino issues; has final approval for release of information concerning policy procedures to news media or by direct verbal or written correspondence.	Knowledge of 11a, 12, 13b*; Ability to 32o, 32s, 32r.
20	Exercise initiative & autonomy in directing, planning, coordinating and supervising the office; directs activities involving large numbers of people at diverse locations; prepares & submits operational budgets, represents organization in budgetary hearings before the legislature; displays substantial government expertise to secure executive & legislative approval.	Knowledge of 1, 5, 6, 7, 8, 9b, 11a, 12, 13b, 14, 16; Ability to 31d, 32m
20	Research and identifies issues affecting Hispanic/Latino people in Ohio; conducts and implements investigations, public forums, hearings, public education programs, conferences, etc. conducive to identifying resources available to Hispanic/Latino communities and organizations; provides technical assistance to local community organizations serving Hispanic/Latino people throughout the State.	Knowledge of 7, 11a, 11b, 13b*, Hispanic culture, Spanish usage; Ability to 30f, 30l, 32o, 32r, 32s.
20	Develops liaison roles with other state agencies, federal agencies, legislators, national organizations, private business, labor and religious institutions that will implement or improve policies, programs and procedures that focus on special problems and needs of the Hispanic/Latino communities and organizations; provides technical assistance to local community organizations serving Hispanic/Latino people throughout the State.	Knowledge of 11a, 11b, 13b*, 14, Hispanic culture; Ability to 30f, 32o, 32r, 32s, 34f. *developed after employment

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED	SIGNATURE OF AGENCY REPRESENTATIVE
15.0 – Secretary 17.0 – Liaison Officer I	Michael Florez, Chair 10 June 2003