



DIRECTOR, EXECUTIVE OFFICE PROGRAMS

Office: Office of the Executive Director/CEO/Secretary
Status: Exempt – Executive
Grade: 56E

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director or other Chief Executive assigned
Supervises: Staff as assigned

DEFINITION

The Director, Executive Office Programs (DEOP) serves under the direction of the Executive Director/CEO/Secretary or designee (CEO) and is directly responsible for assisting the CEO plan, organize, direct and manage the administrative processes and procedures supporting the Board of Trustees (BOT) in effectuating its charge and in developing, implementing, and monitoring its initiatives and priorities. The DEOP is also responsible for managing the administrative processes and procedures related to support of BOT taskforces and working groups and the Judicial Nominees' Evaluation (JNE) Commission. In addition, the DEOP serves as the CEO's liaison to all functions housed in the Executive Director's Office, including Communications and Stakeholder Engagement, the Office of Research and Institutional Accountability, Legislative Affairs, and the Office of the Chief Operating Officer, and initiatives such as Records Destruction and Management. The DEOP directly manages and supervises staff in carrying out these responsibilities.

MAJOR DUTIES & RESPONSIBILITIES

1. The DEOP directs and manages the administration of the BOT, BOT taskforces and working groups, board elections, appointments and membership, maintenance of official State Bar board documents, and the receipt, processing and distribution of State Bar data in accordance with applicable rules, policies, regulations, laws, procedures, and other authorities.
2. The DEOP directs and manages the administration of the JNE Commission, including oversight of staff providing Commission support and overall resource management.
3. The DEOP serves as liaison to other functions and initiatives within the Office of the Executive Director including Communications and Stakeholder Engagement, Legislative Affairs, the Office of the Chief Operating Officer, the Office of Research and Institutional Accountability, and Records Destruction and Management. In this capacity, the DEOP is expected to stay abreast of key activities in these areas, assist the CEO in the development and implementation of programmatic goals and objectives, and represent the CEO as needed in communicating with internal and external stakeholders.

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4. The DEOP coordinates and assists in initiating as appropriate inter-office/departmental projects, programs, and activities, subject to the direction of the CEO.
5. The DEOP supervises, reviews, hires and terminates assigned staff consistent with State Bar policy and labor agreements and subject to the direction of the CEO.
6. The DEOP develops and implements policies, procedures, strategic and operational plans, systems and related initiatives consistent with the State Bar's mission and operational standards, subject to the direction of the CEO.
7. The DEOP timely and directly responds to inquiries from the Board of Trustees, State Bar staff and other internal and external constituencies, and facilitates responses from others where appropriate.
8. The DEOP prepares and administers the budget in the areas assigned, subject to the direction of the CEO.
9. The DEOP serves as a member of the State Bar's Executive Staff and establishes and maintains effective working relationships with colleagues within the State Bar and professional relationships with external constituencies of the State Bar.
10. The DEOP assumes other duties and responsibilities as assigned.

KNOWLEDGE & SKILLS

1. Principles of board or other governing body administration in a government, non-profit, law practice or similar environment.
2. Principles of strategic planning, operations, policy development, analysis and implementation.
3. Principles of office management, budgeting, administration and supervision.
4. Principles of problem identification, analysis and resolution.
5. Principles of computerized data and word processing systems including Internet and website usage.
6. Principles of effective writing and verbal presentation including public speaking.
7. Principles of media communication.
8. Principles of public relations/customer service.
9. Accomplished keyboard skills.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Review and analyze complex written documents.
3. Communicate clearly and effectively in person, by telephone, by computer and in writing.
4. Work collaboratively and effectively address conflict.
5. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
6. Travel by air and automobile

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in public or business administration or equivalent academic achievement
2. A demonstrated verifiable reputation for integrity.

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3. Minimum six (6) years progressively responsible experience in administration in a legal, governmental or non-profit environment or equivalent;
4. Minimum three (3) years management/supervisory experience administering personnel and budget requirements;
5. Master's Degree in a relevant field may substitute for up to two (2) years of experience.

Revised February 2016