

**STATE OF INDIANA  
CLASSIFICATION  
SPECIFICATION**

<b><u>Class Title:</u></b> <b>Executive Broad Band/ Executive Director, INAIAC</b>		<b><u>Class Code:</u></b> <b>EXBB</b>
<b><u>FLSA Status:</u></b> <b>Exempt</b>	<b><u>Salary Schedule:</u></b> <b>Executive</b>	<b><u>Effective Date:</u></b>

**Summary:**

This position serves as the Executive Director for the Indiana Native American Indian Affairs Commission (INAIAC) within the Indiana Civil Rights Commission. Incumbent will be responsible for the administration and management of Commission. Representative duties include:

- Coordinates and integrates the activities of the Commission with other agencies and their representatives;
- Develops and implements policies, procedures, and work standards that will affect the efficient operation of the Commission;
- Develops annual and long range plans for the Commission based on current and future goals;
- Interacts with local, state and federal representatives concerning program plans and their implementation;
- Designs organizational structure necessary to carry out program goals and makes final decisions regarding hiring, firing, and on personnel utilization, Commission policies and procedures and standards of work performance;
- Reviews contracts, special program projects or proposals developed and submitted to State or Federal agencies for funds needed to operate the program;
- Maintains surveillance of program progress and evaluates accomplishments toward established goals and makes adjustment in goals, methods or procedures as need arises;
- Performs related work as required.

**Job Requirements:**

**A minimum of a bachelor's degree in public relations, education, communication, business administration or related area is required combined with at least five years of professional work experience.**

- Extensive knowledge of federal requirements and state law governing the Commission;
- Extensive knowledge of the state and federal legislative process;
- Broad knowledge of the human service delivery systems;
- Thorough knowledge of program concepts and the ability to apply to a diverse and complex group of programs;
- Thorough knowledge of management principles and practices;
- Specialized knowledge of Human Resource functions, along with the Sate Personnel Department rules;

- General knowledge of the operation of state and local community and advocacy groups;
- Ability to develop and implement new principles and policies to discern any far reaching implications;
- Ability to establish and maintain cooperative working relationships with a wide range of internal and external representatives;
- Ability to address the public, special interest groups and organizations in an open forum;
- Ability to anticipate problems that would create barriers to achieving goals and initiate correction action;
- Ability to effectively communicate, verbally and in writing;
- Ability to effectively prioritize and manage multiple high profile cases or emergency projects/situations.
- Must have a thorough understanding of Native American culture

### **Difficulty of Work:**

Work is broad in scope with many facets, variables, and new considerations involved in providing standards, preparing and evaluating programs. Considerable judgment is needed in the performance of duties within the guidelines of state and federal laws and regulations.

### **Responsibility:**

The incumbent works within the general policy guidelines provided by the Commission. General methodology and handling of procedures are at the discretion of the incumbent. Work is accomplished within state and federal guidelines and budget limitations.

### **Personal Work Relationships:**

Incumbent works with a wide variety of professionals and program persons including ICRC staff, federal, state and local agency representatives and the general public. The purpose of the contacts is to engage in program development, interpretation of program purposes, goals and operation and ultimately to administer the programs within Indiana.