

4.1 EXECUTIVE DIRECTOR JOB DESCRIPTION

NEBRASKA COMMISSION ON NATIONAL AND COMMUNITY SERVICE DIRECTOR

DESCRIPTION:

Responsible for all administrative functions for the Nebraska Commission on National and Community Service. This position serves under the general direction of the Commission, with supervisory direction from the Commission Chairperson; performs related work as required.

EXAMPLES OF WORK:

1. Serves as the administrator for the work of the Commission.
2. Represents the Commission in conferences, hearings, and meetings with private groups and governmental agencies.
3. Serves as the liaison between the Commission and the Governor, State agencies, the Legislature, and local volunteer and community-based organizations.
4. Facilitates arrangements for and assists in the implementation of Commission meetings and all other meetings as directed by the Commission.
5. Formulates procedures, policies, and guidelines for approval by the Commission.
6. Implements and evaluates initiatives established by the Commission.
7. Collects, analyzes, correlates, and presents data and information related to the work of the Commission.
8. Develops and prepares the annual report.
9. Assists private and public agencies in implementing programs and policies established by the Commission, promoting national service and recruiting young persons for participation in community service programs.
10. Develops and administers the administrative budget of the Commission.
11. Develops the strategic plan, the state service plan, the annual report to the Governor and other reports as directed by the Commission Board.
12. Develops the Commission's annual state application to the Corporation for National and Community Service, and other applications for funding as directed by the Commission, and administers funds received.
13. Assumes responsibility for the AmeriCorps and other federal grant request for proposal processes and allocations to recipients.
14. Reviews all grant applications, prepares contracts, and monitors financial and program performance and evaluation.
15. Hires and supervises personnel.
16. Facilitates training for staff, public and private groups, communities, and the Commissioners.
17. Represents the Commission on the Nebraska Volunteer Foundation Advisory Committee.
18. Analyzes and interprets state and federal laws that impact the Commission.
19. Develops and maintains a data bank of statewide volunteer resources.
20. Establishes an ongoing process to publicly communicate and promote the work of the Commission and the Corporation.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:

(These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the scope and impact of the Nebraska Commission on National and Community Service and its relationship with other programs within the state; source material and guidelines for resolving problems not covered by precedent or established policies; the organizational structure, functional relationships, and administrative processes of the executive and legislative branches of state government; the federal and state laws and administrative regulations that govern the Commission.

Ability to: understand and support Commission policies and procedures that impact on established short and long term goals; develop and evaluate options and plans of administrative action for solving organizational and operational problems; coordinate administrative/program operations and activities; develop and implement program

objectives and performance goals; assess staff progress toward achievement of program objectives and adherence with program standards.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:

(Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: working knowledge of the basics of federal grants management, volunteer management, budget preparation and control, community development and organizing, personnel management, principles of public relations and marketing, and Nebraska state and federal government policies and procedures.

Ability to: organize materials; analyze data and present facts and opinions orally and in writing; promote the work of the Commission to the public; facilitate group discussion; supervise personnel; plan and execute policies and programs; communicate with individuals from diverse and multicultural backgrounds and interests; manage multiple projects.

EDUCATION AND JOB PREPARATION GUIDELINES:

(Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Minimum of a Bachelor's Degree with a Master's Degree preferred with training and/or experience that will enable the incumbent to possess the required knowledge, abilities, and skills.

A general qualification guideline for positions in the class experience in administrative work with 5-10 years of increasing responsibility for program management, evaluation, and accountability; budget preparation and administration; federal grants management; policy development; public relations; and interagency coordination.