



Oregon Travel Information Council

Position Description

Job Title: Executive Director

FLSA: Exempt

Supervisor: Travel Information Council

Type: Full-Time

Department: Business Services

General Statement of Responsibilities

Responsible for administration and enforcement of ORS Chapter 377, which defines scope and authority of Travel Information Council and the agency. Serves as chief executive officer. Directs the administration of agency programs and evaluates the quality of services provided. Authorizes redistribution of resources to meet changing needs; resolves conflicts; establishes administrative controls over program operations; coordinates activities with other agencies; determines agency policy and determines resources necessary to implement policies.

Supervision Received

Receives policy direction and performance oversight and evaluation from the nine-member Council.

Supervision Exercised

Supervises, directly or through subordinate supervisors, all TIC employees. Is responsible for hiring, terminating, training and development, reviewing performance and administering corrective action of assigned leadership team members and support staff.

Examples of Duties - Essential Functions

1. Works closely and collaboratively with the Travel Information Council; ensures appropriate high-level policies are adopted and implemented
2. Fosters an environment of innovation, excellence, collaboration, and accountability; guides agency to results when developing and implementing multi-faceted strategic plans.
3. Maintains thorough knowledge of applicable laws and regulations, funding sources and financing methods, government operating methods, procedures and administration, techniques of communication principles, contract negotiation and administration; principles and practices of executive management, government agencies, public organizations, and private enterprises.
4. Directs special projects, studies, and/or analyses toward improvement of efficiency and effectiveness of agency programs; contributes to management of state resources by monitoring agency programs and expenditures between legislative sessions.
5. Coordinates and communicates fiscal policy issues with the Governor's staff, other agency directors, legislative fiscal and policy officers, legislative members and leadership, and external parties.
6. Directs the activities, operational issues, and other related policy issues of agency programs.

7. Convenes Leadership Team to establish long-range plans, goals, and measures of performance, and monitor division performance in relation to agreed-upon goals and objectives.
8. Leads decision-making process for agency operations.
9. Formulates and implements operational and administrative policies; plans, develops and evaluates project proposals; incorporates team participation in decision making.
10. Establishes and maintains effective working relationships with outside agencies, elected officials, agency partners, businesses, news media, and the public.
11. Understands, interprets, and applies federal, state, and local statutes, rules, and regulations relevant to agency policies and procedures.
12. Trains, directs, evaluates, and supervises management, professional and technical personnel in multi-disciplinary team activities. Provides leadership and direction to subordinate management staff. Hires, monitors performance, develops, coaches, disciplines, and provides direction to employees. Assigns and plans work.
13. Responds to and resolves employee grievances. Works with HR and supervisors in disciplinary and termination actions.
14. Promotes safety training and practices in performance of all work activities.
15. Implements the Governor's Affirmative Action and diversity strategies and goals.
16. Responsible for leading the agency to carry out its mission and goals, ensures reliable stewardship of agency resources, and maintains public faith.
17. Responsible to structure activities that will promote and foster a diverse workforce and discrimination/harassment-free workplace.
18. Performs other duties as assigned.

Screening Criteria

Education and Experience:

- Bachelor's Degree, preferably in management, public administration or related field
- AND 10 years' experience in a public or private organization, including supervision of others
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

Additional Requirements: The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive,

respectful, and productive work atmosphere creating a positive, productive environment focused on results. Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

Knowledge of: Administrative and management analysis, theory, principles, and application to unique requirements of agency operations. Comprehensive knowledge of functions, processes, theories, and principles of business management including strategic planning, resource allocation, and leadership techniques; accounting, budgeting, and financial principles; agency governance and board relations; and legislative process. Principles and practices of supervision, communication, and customer service. Working knowledge of Microsoft Office Suite® programs.

Skills: Excellent leadership, customer service, communication, facilitation, analytical, decision-making, and problem-solving skills. Proficient computer skills. Development of program rules and policies, and long- and short-range goals and plans, program evaluation and budget preparation skills.

Ability to: Work with high degree of complexity and analysis; use initiative and creativity in providing customer service and resolving issues; supervise assigned staff and provide mentoring/training; lead meetings and make presentations; read and speak English; perform basic and advanced math; use independent judgment and discretion; work effectively with governing council; be collaborative, fair, and unbiased in carrying out professional responsibilities; interpret and follow requirements of statutes, legal opinions, and regulations.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones. Occasionally lifts up to 5 pounds; rarely lifts up to 20 pounds. This position requires both verbal and written communication abilities; must be able to read, speak, write, and understand English.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment with frequent interruptions. The noise level in the work environment is usually moderate and lighting is adequate. Occasional travel to all parts of the state. This position often works with controversial, sensitive, and confidential issues.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical

assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date