

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
JOB DESCRIPTION**

Position / Job Title: EXECUTIVE DIRECTOR
Reports To: The CHAIR OF THE COMPACT COMMISSION
FLSA: Non-Exempt
Salary Range : \$70,000 - \$85,000

Submit resume and cover letter by April 15, 2017 to pmcsorley@azmd.gov

POSITION SUMMARY: POSITION SUMMARY: As set forth in the by-laws, Article IV, of the Interstate Medical Licensure Compact Commission (IMLCC), the EXECUTIVE DIRECTOR shall serve at the pleasure of the IMLCC and act as its secretary, but shall not be a member of the IMLCC. The executive director shall hire and supervise such other staff that may be authorized by the IMLCC. The executive director shall serve as the IMLCC's principal administrator and perform duties required or delegated by the IMLCC, including but not limited to the following: recommend general policies and program initiatives for the IMLCC's consideration; recommend to the IMLCC administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of IMLCC staff; implement and monitor administration of all policies, programs and initiatives adopted by the IMLCC; prepare and draft annual budgets for the IMLCC's consideration; monitor IMLCC's expenditures for compliance with approved budgets and maintain accurate records of the IMLCC's financial account(s); assist Commissioners as directed in securing required assessments from Member States; execute contracts on behalf of the IMLCC as directed; receive service of process on behalf of the IMLCC; prepare and disseminate all required reports and notices as directed by the IMLCC; seek and acquire financial grants for the purpose of supporting the IMLCC; and otherwise assist the Commissioners in the performance of their duties under Article IV of the by-laws.

TYPICAL SCHEDULE AND WORK LOCATION: At least 40 hours per week during regular business hours of 8 am-5 pm. Weekend work and out of state travel may also be required. The work site shall be a home office or an office to be determined by the IMLCC.

MINIMUM REQUIRED QUALIFICATIONS:

- Master's degree preferred from an accredited college or university
- Licensing, regulatory or related state government agency experience preferred
- National organization experience preferred
- Project and program management preferred
- Proficient computer skills, including expertise with DocuSign and Microsoft Office software (Word and Excel) preferred
- Financial Management: expertise in accounting/spreadsheet software; Microsoft Excel preferred
- Previous work-related skill, knowledge, or experience is required

ADDITIONAL DEMONSTRATED SKILLS AND COMPETENCIES DESIRED :

- Ability to manage multiple projects and initiatives simultaneously
- Ability to work independently, and collaborate with a team
- Strong organizational, process-oriented, time management and logical thinking skills
- Strong judgment and analytical skills
- Detail oriented
- Excellent written and verbal communications
- Ability to travel as necessary

The duties of this position are typically performed under minimal supervision. The EXECUTIVE DIRECTOR will have an excellent understanding of all tasks and processes and be self-directed. The employee must be physically able to perform the Essential Functions of this role with or without reasonable accommodations.

PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

1. Planning and Procurement of Necessary Services::

- Planning and with the approval of the IMLCC, the procurement of necessary services including,

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PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

but not limited to :

- o development of a dedicated web presence
- o a financial system
- o a data system
- o an office location with all requirements an office entails
- o a communication system specifically for:
 - eligibility to IMLCC member states so that those states may issue medical licenses
- o contracting for additional administrative staff
- o other as needed

2. Financial Management:

Provide the following services-in a timely manner; either individually or in coordination with the IMLCC Treasurer:

- Accounts receivable and payable reports
- IMLCC fee billing for physician participants
- Payment of invoices
- Reconciliation of bank balances
- Monthly financial reports for the IMLCC financial committee
- Annual reports for the IMLCC
- Collection and deposit of fees - electronic solutions will be given greater consideration
- Coordination of annual financial audits.

3. Planning, Coordination, and Management of Meeting:

The IMLCC has a minimum of one meeting per year, with attendees ranging from 25 to over 100. This required annual meeting and additional meetings may be attended by teleconference or in person. The IMLCC committees may meet monthly (up to 12 times per year) by teleconference or in person.

Provide the following services:

- Develop meeting agendas by working with the IMLCC Chair and committees
- Post agendas appropriately and in a timely manner
- Attend meetings to ensure proper functioning
- Establish site locations and venues
- Arrange conference calls
- Act as liaison with the hotel contact person
- Ensure all meeting needs and requirements are met, including but not limited to, audio-visual and recording.
- Develop meeting and marketing materials, e.g. brochures
- Prepare meeting and project budgets
- Prepare and distribute meeting briefing book materials in an electronic format to IMLC Commissioners and committee members in advance of meetings
- Develop, process and make evaluation reports

4. Communication:

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PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

Communicate with all IMLCC Commissioners, medical and osteopathic state boards and other interested parties by providing the following services:

- Fulfill survey requests: prepare, post and maintain responses
- Prepare, update and maintain the Commissioner roster
- Prepare, update and maintain IMLCC materials
- Track Compact legislation and the new IMLCC Commissioners Appointments; and, to make initial contact with them
- Liaison with the IMLCC Chair, Commissioners, and committees
- Prepare and post IMLCC information, including but not limited to a newsletter, email broadcasts and website postings

5. Website Development and Maintenance:

Provide the following services:

- Maintain IMLCC dedicated web presence, including creating new webpages
- Maintain a high level of functionality to the IMLCC website
- Suggest, revise, and format elements of IMLCC webpages
- Maintain accurate information to meet IMLCC needs
- Communicate and work collaboratively with IMLCC Commissioners and Committee Chairs
- Develop and prepare online surveys for meeting planning and to solicit opinions or information from Commissioners, licensing agencies, states or the public
- Provide IMLCC financial or any other requested administrative records
- Maintain IMLCC reports, policy and advisory opinion statements in an electronic format
- Maintain IMLCC records of licensing activity in an electronic format
- Respond to public records requests with publicly available information

6. Special Projects:

Provide the following services:

- Draft proposals for projects, meetings and grants
- Coordinate communications with IMLCC, IMLCC committees as well as external stakeholders
- Research, seek and acquire grants for funding of IMLCC operations

7. Personnel Management:

Providing the following services in a timely manner:

- Direct administrative activities
- Prepare staff work schedules and assign specific duties
- Monitor suppliers to ensure goods and services are provided efficiently and effectively; and within budget.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with IMLCC Commissioners, organization officials, or staff members.
- Perform personnel functions, such as selection, training, or evaluation.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement or policy change.
- Confer with IMLCC members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Implement corrective action plans to solve organizational or departmental problems.

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PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):
<ul style="list-style-type: none"> • Direct human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
8. Use of Subcontractors:
<p>The Executive Director may, only with the prior consent of the IMLCC, enter into written subcontract(s) for performance of certain functions under the contract. Subcontractors known at the time of proposal submission and the amount of the subcontract shall be identified in the the RFP. No subcontract, which the Executive Director enters into with respect to performance under the contract resulting from the RFP, shall in any way relieve the Executive Director of responsibility for performance of any duties. The Executive Director shall make all payments to subcontractors. No payment to the Executive Director will be processed until all subcontracts are approved in writing by the IMLCC.</p>
PHYSICAL DEMANDS:
<p>Ability to lift up to 10 pound, ability to sit for extensive periods of time at a computer and may require significant overnight travel by land or air; and there may be the need to attend meetings before/after normal work hours, as well as weekend work as needed.</p>

TOOLS AND EQUIPMENT USED:				
1.	Computers: desktop,, laptop, and/or notebook			
2.	Keyboard Equipment: adding machines, calculators, computer keyboards, terminals, typewriters			
3.	Office Equipment: fax machine, photocopier, scanners, voicemail systems			
4.	Projector			
	Computer software:			
	a. Fundamental knowledge of computer operating systems Calendar, contacts, and email software, such as Microsoft Outlook			
	b. Microsoft Word or other word processing & transcription software			
	c. Internet Browser: Explorer, Foxfire, Safari, other			
	d. Microsoft Excel or other spreadsheet software			
	e. Microsoft PowerPoint or other			

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TOOLS AND EQUIPMENT USED:				
f. presentation software Microsoft Access or other database software				

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)
<p>SKILLS REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:</p> <p>Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making</p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions</p> <p>Coordination — Adjusting actions in relation to others' actions</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one</p> <p>Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures</p> <p>Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job</p> <p>Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.</p> <p>Reading Comprehension — Understanding written sentences and paragraphs in work related documents.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p>
<p>ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:</p> <p>Category Flexibility — The ability to generate or use different sets of rules for combining or grouping diverse information.</p> <p>Deductive Reasoning — The ability to apply general rules to specific problems to produce clear and logical conclusions. .</p> <p>Fluency of Ideas — The ability to suggest numerous ideas or resolutions about a topic (the number of ideas is important, not their quality, correctness, or creativity).</p>

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TOOLS AND EQUIPMENT USED:				
<p>Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).</p> <p>Information Ordering — The ability to arrange information or actions in an order/ pattern according to a rule or rules (e.g., number patterns, letters, words, pictures, mathematical operations).</p> <p>Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.</p> <p>Oral Expression — The ability to verbally communicate information and ideas clearly for easy comprehension. .</p> <p>Problem Sensitivity — The ability to detect challenges or issues of concern. It does not involve solving the problem, only recognizing there is a problem.</p> <p>Selective Attention — The ability to concentrate on a task over a period of time without being distracted.</p> <p>Speech Clarity — The ability to speak clearly so others can understand you.</p> <p>Speech Recognition — The ability to identify and understand the speech of another person.</p> <p>Written Comprehension — The ability to read and understand information and ideas presented in writing.</p> <p>Written Expression — The ability to communicate information and ideas in writing so others will understand.</p>				

WORK STYLES:	
1.	Adaptability/Flexibility — Adaptable to change (positive or negative) and to variety in the workplace
2.	Analytical Thinking — Analyze information and use logic to address work-related issues and problems
3.	Attention to Detail — Detail-oriented and thorough in completing work tasks
4.	Concern for Others — Consideration and understanding of colleagues and coworkers needs and feelings; helpful on the job
5.	Cooperation — Display a good-natured, cooperative attitude with coworkers and colleagues.
6.	Dependability — Reliable, responsible, dependable; fulfill obligations
7.	Independence — Self-guided and productive work ethic with little or no supervision
8.	Initiative — Willingness to take on responsibilities and challenges
9.	Integrity — Honest and ethical
10.	Leadership — Willingness to lead, take charge, offer opinions and direction
11.	Self-Control — Maintain composure, even-tempered, and avoid aggression, even in difficult situations
12.	Social Orientation — Prefers team work rather than working alone; personally connect with others on the job
13.	Stress Tolerance — Accept criticism and deal calmly and effectively in high stress situations

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An Equal Opportunity Employer: The Interstate Medical Licensure Compact Commission is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with Federal, State and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. This agency desires to keep a work environment free of discrimination based on sex, race, religion, color, national origin, sexual orientation, physical or mental disability, age or any other status protected by Federal, State or local laws.

APPROVED:

_____	_____
President's Name	President's Signature
_____	_____
Employee's Name	Employee's Signature & Date