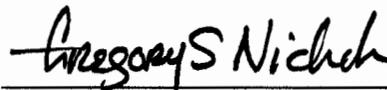


MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Job Description Revision – Executive Director
Date: August 20, 2004

Recommended Action: Approve the revised job description of the Executive Director for the Board Office.

Executive Summary: The Public Policy Task Force has recommended that the Board Office hire a Director of Public Affairs/Deputy Executive Director. This personnel change affects the duties of the Executive Director, and the attached revised job description is recommended for approval.



Gregory S. Nichols

BOARD OF REGENTS, STATE OF IOWA

BOARD OFFICE

PROFESSIONAL AND SCIENTIFIC SYSTEM

TITLE: Executive Director, Board of Regents

BASIC FUNCTION AND RESPONSIBILITY:

Under the general direction of the Board of Regents, administer the Board's staff office in a wide range of business, human resources, and program activities, administer as delegated all aspects of the Board's governance activities, maintain a high level of knowledge about the operations of Regent institutions and represent the Board of Regents as appropriate with state and federal agencies and other organizations and with the general public, cause to be analyzed all proposals to the Board and make recommendations regarding appropriate action.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide leadership in the development of a Board strategic plan, other long-range planning processes, and Board work plans.
2. Analyze and make recommendations concerning the strategic plans proposed by the Regent institutions.
3. Maintain a close working relationship with institutional heads and the Board to keep the Board informed of institutional operations and concerns that will assist the Board in governing effectively.
4. Provide all relevant information and effective review of all policies and proposals coming to the Board for consideration, initiate studies as necessary or appropriate, and prepare recommendations for the Board's consideration.
5. Develop and recommend, in consultation with the Board leadership, the Director of Public Affairs and the institutions, public affairs and legislative programs for the Board and institutions.
6. Work with the Deputy Executive Director, Board leadership and the institutions to develop proposed public policy and legislative strategies.

7. Provide oversight to activities of Deputy Executive Director and legislative liaisons activities in accordance with Board's Statement of Governance.
8. Develop, in consultation with the institutions, and recommend to the Board annually a capital improvement program for the institutions governed by the Board.
9. Coordinate, in conjunction with the Deputy Executive Director, public information activities of the Board of Regents and the institutions; respond to requests for information from the public and other state agencies and officials and conduct press briefings at monthly Regents meetings.
10. Provide the Board with accurate and timely information about higher education and education for the hearing and visually impaired in the state and nation.
11. Provide leadership in financing the activities of the Board and institutions and negotiate financing arrangements as directed by the Board.
12. Act on behalf of the Board on capital procedure actions when failure to take immediate action would have an adverse impact on institutional programs, cause an unnecessary delay in the program, result in increased cost, or when it is otherwise in the public interest. Execute such contracts and instruments as may be authorized by the Board, and when appropriate reject all bids and recommend alternative procedures.
13. Direct, in consultation with the Board, Board leadership, and institutional heads, the Board's representatives in collective bargaining.
14. Provide leadership in budget preparations, analysis, and recommendations to the Board, including requests to state governmental units for operations funding and other appropriations requests.
15. Maintain accurate and timely information concerning the progress of litigation involving the Board and its institutions including advising the Board concerning the selection of counsel.
16. Confer with local, state, federal and institutional officials and others concerning the operation of the Regent institutions and represent the Board with various external agencies and officials.
17. Prepare the agenda for the Board's meetings, and all meetings of committees, task forces, and related groups in consultation with the Board leadership and institutional heads.

18. Ensure that accurate and complete records of proceedings of the Board are maintained and serve as the official secretary of the Board.
19. Assist in presidential and superintendent searches.
20. Provide administrative leadership needed to the staffing and activities conducted in the Board Office.
21. Perform other duties and responsibilities as assigned.

SUPERVISION RECEIVED:

Direction provided by the Board and its leadership.

SUPERVISION EXERCISED:

Supervises the Board's senior staff directly and all other staff through them.

QUALIFICATIONS:

A graduate degree in an appropriate field with at least five years of senior level experience in a higher education institution or agency or in a position related to higher education.

SALARY:

Salary range is \$110,000 to \$150,000 per year, or as set by statutory maximum.

Effective August 30, 2004

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