

JOB DESCRIPTION

Position / Job Title: [REDACTED]

Reports To: [REDACTED]

FLSA: Non-Exempt

POSITION SUMMARY: At the direction of the [REDACTED], the [REDACTED] has administrative oversight of the [REDACTED], including duties associated with contracting for services and deliverables; financial management; the planning, coordinating, and management of meetings; effectively communicating with [REDACTED] Commissioners, [REDACTED] and other interested parties; website development and maintenance; special projects and personnel management, including but not limited to subcontractors approved by the [REDACTED].

TYPICAL SCHEDULE AND WORK LOCATION:- At least 40 hours per week during regular business hours of 8-5, week-end 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 [REDACTED].

MINIMUM REQUIRED QUALIFICATIONS:

- Master's degree (or equivalent) 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 personal 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, while also being able to work 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. It is expected only under certain circumstances will the employee require guidance or assistance.

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. Plan and Coordinate Bidding for Services and Deliverables:

- Responsible for drafting requests for proposals (RFP) for necessary [REDACTED] administrative functions; including but not limited to:
 - o development of a dedicated web presence
 - o a financial system
 - o data system
 - o office location and all requirements an office entails
 - o communication system specifically for:
 - eligibility to [REDACTED] member states so that those states may issue medical licenses
 - o contracting for additional administrative staff
 - o Other: as needed

JOB TITLE: [REDACTED]
FLSA: Exempt
LAST UPDATED: 01/9/2017

PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

2. Financial Management:

Responsible for successfully and in a timely manner, providing the following services, either individually or as appropriate in coordination with the [REDACTED] Treasurer:

- Provide accounts receivable and payable reports
- [REDACTED] fee billing for physician participants
- payment of invoices
- Reconciliation of bank balances
- Monthly financial reports for the [REDACTED] financial committee
- Annual reports for the [REDACTED] Commission
- Collection and deposit of fees - electronic solutions will be given greater consideration
- Coordination of financial audits on an annual basis

3. Planning, Coordination, and Management of Meeting:

The [REDACTED] Commission has a minimum of one meeting per year with the number of attendees ranging from 25 to 100 plus. This required annual meeting and any additional meetings may be attended by teleconference or in person. The [REDACTED] Commission committees may meet monthly (up to 12 times per year) by teleconference or in person.

Responsible for successfully, and in a timely manner, providing the following services:

- Develop meeting agendas by working with the [REDACTED] Chair and committees
- Post agendas appropriately in a timely manner
- Attend meetings to ensure proper functioning
- Establish site locations and venues
- Arrange conference calls
- Be the liaison with the hotel contact person
- Ensure all meeting needs and requirements including but not limited to audio-visual, recording, etcetera are met
- 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 [REDACTED] Commissioners and committee members in advance of meetings
- Develop, process and make evaluation reports

4. Communication:

Responsible for successfully, and in a timely manner, communicating with all [REDACTED] Commissioners, medical and osteopathic state boards and other interested parties by providing the following services:

- Fulfilling survey requests; including preparing, posting and maintaining responses
- Preparing, updating and maintaining the Commissioner roster
- Preparing, updating and maintaining [REDACTED] materials
- Tracking Compact legislation in order to know new [REDACTED] Commissioners appointments and to make initial contact with
- Liaison with the [REDACTED] Chair, Commissioners, and committees
- Preparing and posting [REDACTED] information including but not limited to a newsletter, email broadcast and website postings

JOB TITLE: [REDACTED]
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LAST UPDATED: 01/9/2017

PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

5. Website Development and Maintenance:

Responsible for successfully, and in a timely manner, providing the following services:

- Maintain [REDACTED] dedicated web presence including creating new webpages as necessary
- Maintain a high level of functionality to the [REDACTED] website
- Suggest, make modifications, and format elements of IMLC webpages
- Maintain accurate information to meet [REDACTED] needs
- Communicate and work collaboratively with [REDACTED] 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 [REDACTED] financial or any other requested administrative records
- Maintain [REDACTED] reports, policy and advisory opinion statements in an electronic format
- Maintain [REDACTED] records of licensing activity in an electronic format
- Respond to public records requests with publicly available information

6. Special Projects:

Responsible for successfully, and in a timely manner, providing the following services:

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

7. Personnel Management:

Responsible for successfully, and in a timely manner, providing the following services:

- Direct administrative activities
- Prepare staff work schedules and assign specific duties
- Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, 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 board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Implement corrective action plans to solve organizational or departmental problems.
- 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:

The [REDACTED] may only with the prior consent of the [REDACTED] Commission, 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

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the RFP. No subcontract, which the [REDACTED] enters into with respect to performance under the contract resulting from the RFP, shall in any way relieve the [REDACTED] of responsibility for performance of any duties. The [REDACTED] shall make all payments to subcontractors. No payment to the [REDACTED] will be processed until all subcontracts are approved, in writing, by the [REDACTED] Commission.

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling		X		
Driving		X		

This position is described as having sedentary physical activity performing non-strenuous daily activities of an administrative nature in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

This position requires lifting or carrying items less than 10% of the time; and the frequency of weight lifted is as follows:

- Up to 10 pounds over 2/3 of the time
- Up to 25 pounds under 1/3 of the time
- Up to 50 pounds under 1/3 of the time
- Up to 100 pounds – not required
- More than 100 pounds – not required

This position may require significant overnight travel by land or by air, and there may be a need to attend meetings before/after normal work hours, as well as weekend work as needed.

JOB TITLE: [REDACTED]
FLSA: Exempt
LAST UPDATED: 01/9/2017

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
<p>This position has moderate exposure to noise, and has the following other physical demands:</p> <ul style="list-style-type: none"> • Manual dexterity sufficient to reach / handle items, works with the fingers, and perceives objects and materials. • Close vision (clear vision at 20 inches or less) • Distance vision (clear vision at 20 feet or more) • Color vision (ability to identify and distinguish colors) not applicable • Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) not applicable • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships) not applicable • Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) 				

TOOLS AND EQUIPMENT USED:

1. Computer, laptop, and/or notebook computer
 2. Keyboard Equipment (e.g., adding machines, calculators, computer keyboards and terminals, typewriters)
 3. Office Equipment (e.g., fax machine, photocopier, scanners, voicemail systems)
 4. Projector
- Computer software . . .
- a. Operating System (e.g. MacOSMS-DOS, IBM OS/2 Warp, Windows CE, Windows 3.x, Windows 95, Windows 98, Windows 98 SE, Windows ME, Windows NT, Windows XP, Windows Vista, Windows 7&8)
 - b. Customer/Client Management Software: (e.g. **MELIS**, Big Picture , other custom in-house)
 - c. Calendar, contacts, and email software (e.g. Microsoft Outlook)
 - d. Microsoft Word or other word processing & transcription software
 - e. Internet Browser (e.g. Explorer, Foxfire, Safari, other)
 - f. Microsoft Excel or other spreadsheet software
 - g. Microsoft PowerPoint or other presentation software
 - h. Microsoft Access or other database software

JOB TITLE: [REDACTED]
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KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)
<p>KNOWLEDGE REQUIRED FOR THIS POSITION INCLUDES THE FOLLOWING:</p> <p><u>Knowledge of:</u></p> <p>Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.</p> <p>Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</p> <p>Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.</p> <p>Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p>Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.</p> <p>Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.</p> <p>Medicine and Podiatry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.</p> <p>Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.</p> <p>Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.</p> <p>Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.</p> <p>Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.</p>
<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</p>

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LAST UPDATED: 01/9/2017

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)

and evaluate options and implement solutions

Coordination — Adjusting actions in relation to others' actions

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one

Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES REQUIRED FOR THIS POSITION INCLUDE THE FOLLOWING:

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

JOB TITLE: [REDACTED]
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KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S)
<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:
<ol style="list-style-type: none"> 1. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace 2. Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems 3. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks 4. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job 5. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude 6. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations 7. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done 8. Initiative — Job requires a willingness to take on responsibilities and challenges 9. Integrity — Job requires being honest and ethical 10. Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction 11. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations 12. Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job 13. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations

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