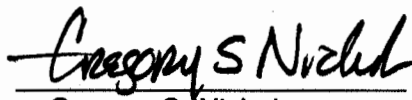


MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Job Description and Classification – Director of Public Affairs/
Deputy Executive Director
Date: August 20, 2004

Recommended Action: Approve the job description and classification of the Director of Public Affairs/Deputy 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. The attached job description and classification for this new position are recommended for approval.



Gregory S. Nichols

BOARD OF REGENTS, STATE OF IOWA

BOARD OFFICE

PROFESSIONAL AND SCIENTIFIC SYSTEM

TITLE: Deputy Executive Director and
Director, Public Affairs

PAY GRADE: 8

BASIC FUNCTION AND RESPONSIBILITY:

Formulate policy recommendations regarding public affairs and state government relations and coordinate related activities of the Board of Regents. Deputy Executive Director has responsibility for coordination of projects among units and performs other duties delegated by the Executive Director.

CHARACTERISTIC DUTIES & RESPONSIBILITIES:

1. Review and make recommendations on public affairs issues before the Board of Regents.
2. Review and make recommendations on state government relations issues before the Board of Regents.
3. Coordinate Regents public affairs and state government relations activities with other state, private, and federal agencies as necessary.
4. Coordinate, in conjunction with the 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 including all requests from members of the General Assembly.
5. Prepare memoranda for the Board Office on public affairs activities; review and report on state and federal legislation as appropriate.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated to the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

6. Assist the President of the Board and the Executive Director in development of legislative strategy and legislative policies in consultation with the institutional heads.
7. Provide a leadership role in advocating and communicating the public policy positions of the Board of Regents to policymakers.
8. Supervise and coordinate, in consultation with the Executive Director and institutional heads, the daily activities of the liaisons relative to legislative matters. Provide analysis, staff support and coordination of legislative activities in accordance with the Board's Statement of Governance.
9. Confer as necessary with governmental and institutional personnel at all levels.
10. Represent the Executive Director on various committees and at meetings as requested and serve as the Director in the Director's absence.
11. Assist the Executive Director in administering the operation of the Board Office.
12. Coordinate projects and activities among the Board Office units as assigned by Executive Director.
13. Execute documents on behalf of the Board and Executive Director as needed.
14. Coordinate Emergency Management and Homeland Security activities on behalf of the Board.
15. Perform assigned roles to coordinate outreach and communications efforts across the Regent enterprise.
16. Perform other duties as directed.

SUPERVISION RECEIVED:

Direction is provided by the President of the Board of Regents, State of Iowa, and the Executive Director.

SUPERVISION EXERCISED:

Supervise legislative liaisons in consultation with Board President, Executive Director and institutional heads. Supervise all Board Office staff in the absence of the Executive Director, or as requested by the Executive Director.

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.

REVISION EFFECTIVE: August 30, 2004

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