

DUTIES STATEMENT

EXECUTIVE DIRECTOR

This is a management class of positions. The Executive Director assists the Commissioner in the direction, organization, and management of staff. Supervises the heads of the major operating units in the functions of the Commission. Formulates plans, methods, policies, and procedures. Represents and acts for the Commission in relations with the public, intra governmental agencies, civic groups, and organizations. Develops and executes various agency programs and projects. Performs related work.