

**STATE OF MINNESOTA  
DEPARTMENT OF EMPLOYEE RELATIONS**

**POSITION DESCRIPTION A**

Employee's Name: \_\_\_\_\_ Position Control Number: 051530

Agency/Division: Campaign Finance and Public Disclosure Board

Classification Title: Assistant Executive Director

Working Title: Assistant Executive Director

Prepared By: Jeff Sigurdson

Appraisal Period: \_\_\_\_\_ to \_\_\_\_\_

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

\_\_\_\_\_  
(this position description accurately reflects my current job)

\_\_\_\_\_  
(this position description reflects the employee's current job)

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**POSITION PURPOSE**

Serves at the direction of and reports to the Executive Director. Actively participates in policy-making discussions. Assumes responsibility for developing, administering and evaluating a wide range of agency programs defined by statute or agency policy. Provide leadership and supervision for the agency's operational programs. Subject to the approval of the Executive Director, conducts and supervises investigations of violations of Chapter 10A.

**REPORTING RESPONSIBILITIES**

Reports to: Executive Director  
Campaign Finance & Public Disclosure Board

Supervises: Directly - Compliance Officer, Programs Assistant, Program and Education Analyst, Registrar, and Management Analyst. Indirectly supervises Information Systems Staff.

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**DIMENSIONS**

Budget: Makes budgetary recommendations to Executive Director

Clientele: Board members and staff; members of the public and the news media; candidates for state elective office; treasurers and chairs of political committees and funds; public officials; lobbyists and lobbying associations; legislators, legislative staff, and legislative committees; other state and local agencies and officials.

**POSITION DESCRIPTION B**

EMPLOYEE'S NAME: \_\_\_\_\_

PCN: 051540

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Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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1.	PROVIDE LEADERSHIP AND SUPERVISION FOR THE AGENCY'S DISCLOSURE AND COMPLIANCE PROGRAMS.	A	30%	A
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**PERFORMANCE MEASURE:**

Staff work is prioritized and completed according to established schedules and agency goals. Staff members have, or obtain, the skills and training required to perform successfully the duties required of their position. Staff members are kept up to date of statutory and policy changes and staff understand how to translate changes into the duties of each position.

- A. Exercise direct supervisory responsibility for the agency's disclosure and compliance programs. Interview candidates and make hiring recommendations, assign responsibilities, coach and evaluate, and perform all supervisory actions necessary to achieve maximum staff performance and efficient program administration. Provide periodic performance reviews for staff under direct supervision of assistant executive director.
- B. Establish work priorities and objectives; ensure that recurring program tasks are accomplished according to schedule; assign and monitor completion of specific tasks and projects.
- C. Direct the establishment and implementation of policies and procedures to ensure clear and consistent application of registration and disclosure requirements.
- D. Conduct ongoing staff training and coaching in compliance and disclosure law and Board policy. Insure that staff members are able to provide reliable advice to clients. Foster in staff members a customer service ethic designed to promote compliance with the programs administered by the agency.
- E. Develop and recommend to the Executive Director short term and strategic plans for the program areas.

2.	SUPERVISE AND CONDUCT INVESTIGATIONS OF POSSIBLE VIOLATIONS OF CHAPTERS 10A AND 211B	A	50%	A
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**PERFORMANCE MEASURE:**

At the direction of the Executive Director, conduct investigations and audits of complaints filed with the Board or staff reviews initiated by the Executive Director. Supervise and advise on investigations delegated to management analyst positions. Draft and present findings and conciliation agreements to Board for approval. Work with compliance officer and Office of the Attorney General to insure that orders issued by the Board to resolve an investigation are completed.

- A. Evaluate possible violations of Chapter 10A and 211B identified by the Compliance Officer and Program Administrators. Present possible violations to Executive Director for authorization to begin a staff review or

formal Board investigation. Assist Executive Director in drafting reports requesting formal investigations for Board action.

- B. Insure that individuals subject to a Board investigation are informed of the possible penalties that may occur if the Board finds that a violation occurred; and provide individuals subject to investigation with information on the procedures used by the Board.
- C. Conduct investigations; including interviews under oath with a court reporter, issuing subpoenas for records, and analysis of information available to the Board.
- D. In consultation with Executive Director, draft findings and conciliation agreements for presentation to the Board for action. Prepare legal analysis of applicable statutes, advisory opinions, and legislative history in order to assist Board with understanding an investigation and findings.
- E. Present draft findings and conciliation agreements to the Board.
- F. Supervise investigations conducted by Management Analyst positions. Insure that all investigations are moving forward and are completed in a timely manner.
- G. Insure that Board records of an investigation are orderly, complete, and available for public inspection at the appropriate time.

3. PROVIDE SUPPORT TO EXECUTIVE DIRECTOR AND THE BOARD.

A 15% A

PERFORMANCE MEASURE:

The daily operations and development of the agency's programs and information resources areas are managed so as to free the Executive Director for strategic management and higher level tasks required to accomplish the agency's overall objectives. The Executive Director is kept apprised of all aspects of daily agency operations. The regulated community is provided accurate and helpful answers about agency statutes and rules.

- A. Develop and maintain a thorough knowledge and understanding of the statutes and administrative rules which govern agency operation; consult with the Executive Director regarding interpretation of statutes and rules; advise staff and clients on application and interpretation of laws and rules.
- B. Manage daily tasks to meet short and long-term assignments and Agency objectives.
- C. Conduct Board meetings in the Executive Directors absence.
- E. Regularly report to the Executive Director concerning opportunities for improvement in program areas; client feedback, and customer satisfaction.
- F. Audit agency financial records against state records; prepare periodic financial reports for the Executive Director.
- G. Represent the Board to the public as assigned or when the Executive Director is unavailable.
- H. Assume the duties of Executive Director when necessary or when so directed.

- I. Maintain awareness of state and federal policies related to the Americans With Disabilities Act, equal employment opportunity, affirmative action, sexual harassment, and violence in the workplace; assist the Executive Director in maintaining agency compliance with and staff awareness of applicable policies.

4. ASSIST IN DRAFTING OF ADVISORY OPINIONS

A 5% A

PERFORMANCE MEASURE:

The advisory opinion process results in reasoned and timely decisions by the Board and is consistent with statutory requirements and supportive of Agency objectives.

- A. Advise the Executive Director concerning acceptance of requests for advisory opinions; research and prepare draft responses to requests; advise the Board and Executive Director regarding the implications of each request and the proposed draft response.
- B. Periodically review past Board advisory opinions to insure that opinions still reflect current statutes and do not conflict with subsequent opinions.

5. OVERALL PERFORMANCE AND COMMUNICATION RESPONSIBILITIES. (The requirements of this section apply to all aspects of the employee's performance and thus do not constitute a separate task to which a percentage of the employee's time is allocated.)

PERFORMANCE MEASURE:

Responsibilities are consistently met in all phases of employee's work activities.

- A. Communicates clearly orally and in writing.
- B. Participates constructively in meetings and discussions and willingly shares knowledge, information, and expertise with others.
- C. Actively maintains an awareness of others' expectations and provides timely responses to supervisor, co-workers, and other clients when questions, concerns or needs arise.
- D. Seeks information and opinions on how to improve the employee's own processes or products.
- E. Is innovative and creative in solving problems.
- F. Prioritizes work assignments.
- G. Respects and values supervisors, co-workers, and clients.
- H. Supports supervisor and Board positions once decisions have been made.

**POSITION  
DESCRIPTION C**

EMPLOYEE'S NAME: \_\_\_\_\_

PCN: 051540

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**NATURE AND SCOPE** (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

**RELATIONSHIPS**

1. Members of the State Campaign Finance & Public Disclosure Board and its staff;
2. Public officials, lobbyists, representatives of political committees and funds, candidates for elective office;
3. Other state and local agencies and officials;
4. Members of the public and the News media.

**KNOWLEDGE, SKILLS AND ABILITIES**

**1. Managerial**

- Experience in administration of multifaceted programs
- Ability to deal with concurrent challenges and multiple priorities and reach objectives in each area
- Ability to evaluate decision-making situations, make independent decisions when appropriate, and seek consultation when necessary
- Ability to effectively manage and motivate a staff with diverse skills, responsibilities, and personalities
- Excellent written and oral communications skills; ability to effectively communicate with audiences at various levels
- Ability to foster and develop working relationships with a diverse clientele.
- Experience in information resource management, including project design, budgeting, and management

**2. Technical**

- A juris doctorate degree and licensed to practice law in Minnesota or another state, experience and knowledge of administrative law and provisions of Chapter 10A.
- Familiarity with the political process including the operation of political campaigns and lobbying, and a working knowledge of governmental administration. Experience with business or public administration or related fields.
- General understanding of accounting and the budget processes

## **PROBLEM SOLVING AND CREATIVITY**

This position requires a high degree of independent problem solving ability and creativity. The Assistant Executive Director is required to recognize problems or processes which could be improved and to propose and implement creative solutions, often involving the effective use of technology. On a day to day basis, routine problems must be resolved quickly, often without consultation with the Executive Director.

## **FREEDOM TO ACT**

The Assistant Executive Director acts with broad discretion in carrying out day-to-day operations of the agency. The Assistant Executive Director conducts investigations acting under the authority of the Executive Director; but has discretion in the actual conduct of the investigation. Employee's freedom to act is limited by Minnesota State laws and Campaign Finance & Public Disclosure Board policy and procedures.