

# **NEW YORK STATE STAFF DEVELOPMENT CONCIL**

## **EXECUTIVE DIRECTOR**

### **DESCRIPTION**

**SUMMARY:** The Executive Director is responsible for implementation of policies set by the Board of Directors as well as annual goals and objectives, and administrative management of the Council. Guidance and direction is provided by the President of the Board and by the Board and its Executive Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for overall leadership and implementation of short and long range plans and policies and other activities.

Responsible for the financial management of the corporation, including the development and implementation of the annual budget

Responsible for the development, implementation, and accomplishment of the annual work plan of the Council as approved by the Board of Directors.

Responsible for liaison with other organizations and the State Education Department.

Responsible for providing information, advice, and counsel to the President of the Board and the Board of Directors in the creation of policies, programs, and strategic direction of the Council.

Responsible for support of all activities related to Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.

Preparation and distribution of publications including monthly newsletter and well as other Council publications and website.