

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

Reports To: The CHAIR OF THE COMPACT COMMISSION and the Executive Committee

FLSA: Non-Exempt

POSITION SUMMARY: The EXECUTIVE DIRECTOR will provide administrative oversight of the IMLCC, including duties associated with contracting for services and deliverables; financial management; the planning, coordinating, and management of meetings; effectively communicating with IMLCC Commissioners, state medical and osteopathic boards and other interested parties; website development and maintenance; special projects and personnel management, including but not limited to subcontractors approved by the IMLCC. The EXECUTIVE DIRECTOR will work independently to oversee processes. Only under limited circumstances will this position require direct guidance or assistance. This position requires one to be physically able to perform the essential functions with or without reasonable accommodations.

SCHEDULE AND WORK LOCATION: Schedule to be set by the executive director to accomplish tasks, duties and assignments associated with the position. The executive director will be responsible to maintain a consistent office presence, which may include administrative personnel, from 9AM to 5PM MST, Monday through Friday, excluding federal holidays. Out of state travel and attendance at special functions may be required. The work site may be a home office or an office to be agreed to by the IMLCC and the executive director. Opportunity to work remotely is negotiable.

MINIMUM QUALIFICATIONS:

- Advanced degree from an accredited college or university.
- Experience in licensing, regulation or related government agency management
- Experience in project and program management
- Experience in financial management
- Proficiency in using computer software and programs, including but not limited to Microsoft Office, Word, Excel, and DocuSign
- Ability to travel as necessary

PREFERRED COMPETENCIES:

- National organization experience
- Strong organizational and, time management skills
- Strong analytical and critical thinking skills
- Ability to work independently and collaborate with a team

PRINCIPAL RESPONSIBILITIES:

1. Coordinate Contracting for Services and Deliverables:

- Draft requests for proposals (RFP) necessary for securing essential services in consultation with IMLCC committees
- Establish and maintain an integrated information management system
- Establish and maintain a dedicated web presence
- Maintain an accessible office presence
- Maintain a system to track IMLC eligibility and communicate eligibility information to member boards
- Perform other duties as needed

2. Financial Management:

- Prepare and manage the IMLC budget in coordination with the IMLCC Executive Committee, Budget Committee, Audit Committee or other designated IMLCC committees or officers
- Coordinate annual financial audits
- Prepare required reports
- Procure and coordinate accounting and bookkeeping services
- Provide information and guidance to the IMLCC Budget Committee during the budget development process
- Provide oversight and quality assurance of IMLC financial activities
- Coordinate processes for obtaining available federal, state or private grant funding
- Provide fiduciary oversight and management of grant funding awarded to the IMLC
- Follow all applicable federal and state tax laws

3. Meeting Management:

- Develop, organize and distribute meeting agendas and materials in consultation with IMLCC committees
- Participate in meetings and ensure proper functioning of physical and virtual meeting spaces
- Establish site locations and venues; provide oversight and quality assurance in making meeting arrangements
- Prepare meeting and project budgets
- Develop, process and create post-meeting evaluation reports

4. Communication:

- Communicate effectively and timely with IMLCC Commissioners, state medical and osteopathic board executives and licensing staff, and other interested parties
- Oversee and provide quality assurance to staff engaged in preparing, updating and maintaining IMLCC information and materials
- Track compact legislation and IMLCC Commissioner appointments
- Initiate contact and provide orientation to newly appointed IMLCC Commissioners
- Develop and prepare online surveys for meeting planning and to solicit opinions or information from Commissioners, licensing agencies, states or the public
- Provide IMLCC financial records and respond to public records requests in a timely manner
- Maintain IMLCC reports, policy and advisory opinions in an electronic format
- Maintain IMLCC records and statistics of licensing activity in an electronic format
- Ensure all inquiries are responded to within two business days of receipt
- Provide a monthly written status report to the Executive Committee to include an update on projects being worked on by the executive director and the IMLCC Committees
- Maintain and distribute a staffing schedule to IMLCC Committees

5. Website Development and Maintenance:

- Provide oversight and quality assurance for the IMLCC dedicated web presence, including the creation of new content as necessary and work with other website contractors to maintain and develop website
- Ensure a high level of functionality to the IMLCC website
- Ensure the accuracy and timeliness of the information displayed on the IMLCC website
- Communicate and work collaboratively with IMLCC Commissioners and Committee Chairs to post appropriate information to the webpages
- Establish a written policy to ensure that the IMLCC website is managed and maintained
- Establish and maintain regular meetings with the IMLCC contractor regarding progress of projects undertaken by the Technology Committee

6. Personnel Management:

- Interview, hire, train, manage and evaluate administrative personnel
- Prepare staff work schedules and assign specific duties
- 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
- Consult with employment attorney or other professionals trained in employment issues to confirm that the IMLCC is following all laws related to employment or the contracting of staff
- Communicate as frequently as needed with IMLCC Chair and members, organization officials, and staff members to discuss issues, coordinate activities, or resolve problems
- Bring issues and concerns, including the potential for the termination of an employee, that may need to be elevated to the full IMLCC to the attention of the IMLCC Chair

7. Management and Operations

- Efficiently and effectively plan, direct and administer all aspects of the IMLC's programs and activities
- Implements and manages short and long-range strategic planning for the IMLC's efficient operations and use of resources
- Establish overall policies and procedures for IMLCC's office operations, oversee their implementation and approve major revisions
- Recommend and support the IMLCC in the development of policies and procedures for the effective administration of the IMLC
- Analyze operations to evaluate the performance of contracted suppliers of goods and services in meeting objectives, and determine areas of potential cost reduction, program improvement, or policy change
- Implements corrective action plans to solve organizational or departmental problems
- Prepare and deliver oral and written presentations, and reports. on a variety of issues in a coherent, organized and succinct manner
- Represent the IMLCC before federal, state, local officials and agencies and other stakeholders including legislative committees
- Consult with the Chair, Committee Chairs, Executive Committee, and legal counsel as necessary
- Evaluate and determine organizational structure and staffing needs for the IMLCC