

JOB SPECIFICATIONS

(To be used for recruiting and job evaluation purposes)

Job Title Executive Director Department Office of the Exec. Dir.

Reports To (title) Board of Governors Date April 1999

I. General Summary: In two to four sentences state the major purpose, objective, or function of the position. The Executive Director (ED) has charge of the office and the activities of the WSBA under the direction of the Board of Governors (Board), with power to employ and compensate, within the limits of the budget, such professional and clerical help as may be necessary to carry out the functions and purposes of the Bar.

II. Principal Duties and Responsibilities: Briefly describe the work actually performed and list in order of importance. Begin each sentence with an active verb, such as assists, plans, performs, administers, etc. Focus on the purpose of the function and the results to be accomplished. **Also indicate the approximate percentage of time each duty/responsibility is performed.**

1. Implement and monitor policies and priorities established by the Board. 10%
2. Serve as steward of WSBA resources – human, material, and fiscal. 10%
3. Prepare the agendas for meetings of the Board and serve as Secretary to the Board. 10%
4. Establish and, from time to time, modify an organizational structure to accomplish the goals, programs, and policies of the Board, including the authority to hire, assign, and terminate staff. 5%
5. Serve as the chief executive and financial officer of the WSBA. 20%
6. Perform specific duties assigned to the ED by the Rules for Lawyer Discipline and the Admission to Practice Rules as promulgated by the Supreme Court of the State of Washington.
7. Communicate with members of the WSBA, the judiciary, and the public on issues of interest and importance. 10%
8. Coordinate and communicate with elected leaders and professional staff of law-related organizations in the State of Washington and maintain liaison with bar associations throughout the U.S. 10%
9. Supervise the preparation and administration of the annual WSBA budget. 5%
10. Manage staff-member relationships at all levels of the WSBA in order to make the most efficient use of WSBA resources. 5%
11. In the absence of the President and President-elect, serve as spokesperson for the WSBA. 5%

12. Delegate, insofar as possible, the day-to-day oversight of WSBA programs and activities to WSBA department directors and staff of the Executive Director's office. 10%
13. Perform such other tasks and duties as may be assigned by the Board of Governors.

III. Background

- A. Supervision:** List the number of people the position supervises, either directly or through subordinates, and describe the degree of supervision. Also describe the extent to which the job is supervised, i.e. minimal, refers unusual situations to supervisor, close supervision.

Through department directors and human resources manager supervise 114 staff, and supervise 9 staff directly. Little supervision from the Board on administrative matters. Policy oversight as requested.

- B. Confidentiality:** Describe the exposure level to confidential information. Explain the type of information handled.

The ED is exposed to all WSBA sensitive and confidential information including admission, discipline, personnel and legislative.

- C. Mental Application:** Describe the nature of the decision-making ability the position requires versus the extent to which the work is governed by established policies and procedures.

As the Chief Executive Officer, the ED is expected to independently manage all the personnel, fiscal, and administrative functions of the WSBA. This includes columns, articles, speeches, reports, and other activity in the service of the WSBA's mission.

- D. Problem Solving:** Describe the types of challenges and problems the position encounters and must use good judgment in selecting the best course of action.

The ED must constantly balance the competing demands of office management, member contact, and Board needs. The ED has authority to interpret or make exception to general policy or practice, initiate programs, organize office structure, create or eliminate positions, and contact court or political leaders.

- E. Responsibilities:** State the extent to which an error in judgment on the job would result in loss of time, expense, or public/member goodwill.

Errors in judgment could be fatal to the WSBA's financial stability, member relations, or WSBA strategic positions. Failure to foresee and respond to emerging trends and issues could deter the Bar from its goals.

- F. Internal and Public Contacts:** Describe the level of contact with others outside and within the organization. Consider the level of topics discussed, as well as the number of contacts and their effect on WSBA operations. List meetings/committees that are regularly attended.

The position has daily contact with politicians, members, justices and judges, and the press. Topics range from WSBA administration and programs, to strategic directions, to disgruntled citizens. Beside all Board functions, the ED regularly attends 5 major committee meetings, Supreme

Court meetings, and many "States Events".

G. Magnitude and Scope: (Dollars affected) List the amount and type of financial impact.

The ED's decisions affect the financial health of the WSBA and its \$11 million budget.

IV. Conditions and Equipment

A. Working Conditions: List the conditions, other than office environment, that the position must work under, i.e. deadlines, stressful situations, high work volumes, etc.

It generally takes 55-65 hours per week to meet job requirements. Many tasks are time sensitive.

B. Equipment Operation: List the type of equipment that is used by this position and the knowledge/skill level required.

Office equipment and communication devices.

V. Specifications: List the education, knowledge, skills, and abilities required to perform the job duties (include any required licenses or certificates).

A. Education Required: Bachelors Degree

Preferred: J.D., MBA, or other advanced degree

B. Experience Required: 10+ years progressively responsible experience in management and administration, with at least 5 years in management role. Law-related experience.

Preferred: Association management or volunteer Board member experience. Personnel and administration experience.

C. Abilities/Skills Required: Strong ability to speak and write, give presentations and represent the WSBA. Must develop and implement programs. Ability to budget and manage assn. finances. A proven leader with ability to lead and manage a large staff. Outstanding communication skills.

Preferred: Direct budget responsibility of over \$5 million. Experience managing a multi-function organization. Qualities: resilient, adaptable, collegial, open-minded, organized, decisive, action-oriented, and a team builder.

VI. Reasonable Accommodation: List the essential functions of the job that must be performed, with or without reasonable accommodation.

Ability to attend Board meetings around the state. Ability to make presentations and represent the Board at events and functions. Ability to communicate ideas and issues verbally and in writing.

