

Minnesota Council on Latino Affairs**Position Description A**

Employee's Name:

Position Control Number: 00133500

Agency/Division: MN Council on Latino Affairs

Activity: Executive Director

Classification Title: Executive Director MN Council on Latino Affairs

Working Title: Executive Director MN Council on Latino Affairs

Prepared by: Michelle Yurich

Appraisal Period:

SignaturesEmployee Signature _____ Date signed _____
(this position description accurately reflects my current job)Supervisor Signature: _____ Date signed _____
(this position description reflects the employee's current job)**Position purpose**

The Executive Director (Director) strategically leads the Council's statutory mandate by directing, advising, and assisting the Minnesota Council on Latino Affairs (MCLA) (Council) members, staff, governor, legislators, state agencies, and other stake holders to achieve economic, social, legal, and political equity and equality for the Latino communities in the state. The Director serves as the primary administrator and executive of the Council. The Director implements Council decisions and strategic plans, and advocates and advances legislative and public policy changes recommended by the Council. The Director carries out all duties described in Minnesota Statutes 15.0145.

Reportability

Reports to: Under Minnesota Statutes 15.0145, Subdivision 5, the Director serves in the unclassified service at the pleasure of the Legislative Coordinating Commission. The Director reports to the chair of the Minnesota Council on Latino Affairs. The Director works collaboratively with the leadership of the Council, and all its members.



Supervises: The Director directly supervises all Council staff: 2 Planner Seniors; 1 Planner Intermediate, 1 Office and Administrative Specialist Senior, 1 Communications Specialist and 1 Student Worker Paraprofessional, in addition to other consultants.

Dimensions:

Budget: The Director manages an annual legislative appropriation to the Council, and any additional gifts and grants as they are received by the Council. The current appropriation is approximately \$755,000.

Clientele: Legislators, the Governor, state agency Commissioners, directors, managers and staff, Council members, legislative staff, advocacy organizations, community organizations volunteers, diplomats, and community members, including multi-cultural, multi-lingual public members with an ethnic heritage from Mexico, any of the countries in Central or South America, Cuba, the Dominican Republic, Puerto Rico, and Spain (of any race).

Position Description B

Employee's Name:

PCN: 00133500

1. Principal Responsibility

Through research, consultation, and collaboration with Minnesotans of Latino heritage and other stakeholder groups, the Executive Director will direct, advise, and work with the Council and staff to develop and advance strategic plans and public policy and legislative changes, and provide recommendations and advice to the legislature, the governor, and state agency heads on issues related to economic, social, legal, and political equity and equality for the Latino communities in the state.

Priority: A

% of time: 30%

Discretion: A

Task Statements

- A. Develop and advance public policy and legislative change proposals needed to improve the economic and social conditions of the Latino community through consultation, formal presentations, task forces, committees, and networking.
- B. Advise and inform the Council, governor, legislature, state agencies, and community organizations on legislative, policy or administrative changes and their impact on the Latino community.
- C. Present results of studies, surveys and community forums to appropriate legislative committees and state agencies.
- D. Build relationships and coalitions with legislators, community organizations, nonprofits, and other stakeholders in order to influence policy decisions.
- E. Advocate to and collaborate with legislators for passage and support of legislative or public policy items that will improve the lives of Latino communities and advance the Council's strategic goals.
- F. Make recommendations regarding the state's affirmative action program, and the state's targeted small business program, work with agencies and organizations to develop business opportunities and promote economic development for the Latino community.
- G. Work with legislators to build understanding of the history and politics of emerging issues of interest in other countries and their impact on populations in Minnesota and advise about the consequent needs and expectations of local populations.
- H. Serve as a liaison between state government and leadership of organizations that serve the Latino community. These organizations may be local, national, or international such as a consulate or an embassy.

2. Principal Responsibility

Lead, advise and work with the Council to develop a deep understanding of matters that are of interest and concern to the Latino community and determine positioning on issues.

Priority: A

% of time: 15%

Discretion: A

Task Statements

- A. Manage, design, and implement community listening sessions.
- B. Collaborate with other state ethnic councils on issues of mutual interest.
- C. Facilitate communication from embassies and consulates to local communities about critical and emerging topics.
- D. Research and analyze issues and data on a wide variety of topics including but not limited to police reform and accountability, education, healthcare, housing, immigration, and employment.
- E. Conduct or contract for studies that are designed to better understand issues and suggest solutions to problems facing the Latino community.
- F. Assist the members of the Council to maintain and build relations with the Latino community through forums, development of informational programs, and publications.
- G. Act as the official spokesperson for the Council. Appear in media (all formats including print, digital, radio, and television) to represent the Council's work and perspectives. Media appearances may at times address urgent and emerging issues of state and national interest.

3. Principal Responsibility

Manage the human and financial resources of the Council so that objectives are met, and resources are utilized effectively and efficiently. Provide leadership and supervision to the Council staff so that objectives are accomplished in an efficient and effective manner.

Priority: A

% of time: 30%

Discretion: A

Task Statements

- A. Motivate, coach, and develop staff.
- B. Set standards of performance and conduct performance appraisals for staff.
- C. Take those actions needed to develop an effective team.
- D. Recommend new policies or changes to existing policies to the Council.
- E. Work with the Small Agency Resource Team (SmART) to manage the Council’s human resources.
 - a. Review organizational structure and align appropriately.
 - b. Assign staff and other resources consistent with priorities.
 - c. Make staff assignments and set priorities.
 - d. Recruit and select employees consistent with State and Council policies and objectives, and state employee collective bargaining agreements.
 - e. Encourage employee growth, plan staff development, and maintain a cohesive staff team.
 - f. Direct the development and implementation of office plans.
 - g. Hire, transfer, suspend, layoff, recall, promote, discharge, reward, discipline and resolve grievances of staff.
 - h. Establish procedures for accomplishing work in a timely manner.
- F. Work with the Small Agency Resource Team (SmART) to manage the Council’s financial resources.
 - a. Plan and present the Council biennial appropriation request and coordinate its justification and support.
 - b. Plan and coordinate the development of non-state funds needed to achieve Council objectives.
 - c. Manage the Council's annual spending plan.
 - d. Authorize the expenditures of state appropriations and special purpose gifts and grants.
 - e. Manage the policies and procedures necessary to maintain an effective accounting and finance reporting system.
 - f. Review expenditures and align them in accordance with Council priorities and available resources.

4. Principal Responsibility

Implement and carry out the Council’s strategic plan and objectives and report on the work of the Council, as provided in Minn. Stat. 15.0145.

Priority: A

% of time: 15%

Discretion: A

Task Statements

- A. Guide the development of a strategic plan, objectives, and measurable outcomes that direct the work of the Council and the staff.
- B. Collaborate with the Council as appropriate in the development and execution of the plan, objectives, and outcomes.
- C. Provide a report to the Legislature on measurable outcomes achieved by January 15 of each year, as provided in Minn. Stat. 15.0145, Subd. 8.

5. Principal Responsibility

Support the financial, administrative, and operational activities of the Council so that the policy development, program planning, goal setting and evaluation activities are achieved in a relevant and efficient manner.

Priority: A

% of time: 10%

Discretion: A

Task Statements

- A. Identify and recruit members to apply to open vacancies in the Council, working with the Office of the Governor and the Minnesota Secretary of State.
- B. Develop and recommend to the Council those administrative guidelines needed for all activities of the Council.
- C. Advise and inform the Council on the need for policies, priorities, and actions necessary to achieve objectives and carry out planned activities.
- D. Advise the Council on the appropriate staff and resources needed to implement anticipated Council activities.
- E. Oversee the provision of support for the administrative support for Council activities.
- F. Direct staff support for Council standing committees and task forces.
- G. Establish effective lines of communication among all levels of the organization.
- H. Serve as spokesperson for all administrative functions of the Council.
- I. Direct the preparation of all materials for Council meetings and report on staff activities.
- J. Act as the agent of the Council consistent with Council policies.

Position Description C

Employee's Name:

PCN: 00133500

NATURE AND SCOPE

RELATIONSHIPS

The Director must build and maintain relationships with a wide network of stakeholders, employing deep cultural understanding, while working with stakeholders including the governor, the legislature, legislative staff, state agency Commissioners, directors, managers and staff, Council members, volunteers, leaders of local and national organizations, embassies, consulates, and community members, including multi-cultural, multi-lingual public members with an ethnic heritage from Mexico, any of the countries in Central or South America, Cuba, the Dominican Republic, Puerto Rico, and Spain. The Director must be able to operate effectively in difficult, stressful, and sensitive situations in ways that reduce or minimize potential conflict and maintains good working relationships while forwarding the objectives of the Council.

Under Minnesota Statutes 15.0145, Subdivision 5, the Director serves in the unclassified service at the pleasure of the Legislative Coordinating Commission. For their ongoing work, the incumbent is directly responsible to the Minnesota Council on Latino Affairs. The Director may present the Council's strategic plan, objectives, and outcome measures to the Legislature if requested or necessary. The Director must submit the Council's proposed biennium budget to the Legislative Coordinating Commission as required by law.

The Director manages the staff functions of the Council and sets the policies for those activities, consistent with the policies established by the Council. The Director is accountable to the Council for the leadership and administration of the organization. As spokesperson and public presence to the community on behalf of the Council, the Director advocates, shares information and educates as needed. The Director provides written and/or oral reports or presentations on staff activities to Council members between meetings and meets with the Chair and the members of the Executive Committee to review Council activities and recommend needed actions.

The Director must justify programs, initiatives, resource needs and proposed policies to the Council and the legislature. The Director works with appropriate Council committees to interpret needs and develop new policies. There is regular interaction between the Director and other state officials, organizations, community leaders, legislators, and Council clientele.

The Director consults with the Commissioners of Administration and Management and Budget on fiscal and administrative matters related to the work of the Council.

KNOWLEDGES, SKILLS AND ABILITIES

The Director must be able to understand and effectively advocate for the Latino community in the state.

This position requires that the incumbent has the ability to work independently within general policy guidelines set by the Council. The Director should be familiar with policies related to public administration and their application to state government.

The Director must be able to provide leadership and exercise sound judgment so that the staff of the Council can effectively operate. The Director must be able to communicate effectively both orally and in writing with the Council and its members, the Legislature, the Governor, and state agency Commissioners and directors. The Director must be able to establish and maintain effective working relations with individual Council members, employees, consumers, advocacy organizations, community organizations, the Governor and State legislators, service agencies, government officials, news media and the public.

The Director must be perceived as operating in a non-partisan manner to enable effective relationships with all members of the Legislature and Executive Branch agency managers and staff. The Director must navigate complex relationships with legislators that take into account the position of the legislators and must possess a deep understanding of electoral politics and state government structures.

The Director assists in helping resolve any crisis affecting the community. Crises could range from impacting an individual constituent to crises impacting entire communities at the level of national or international scrutiny. This could involve being available at any time on any day.

The Director must stay informed about socio-political dynamics that have shaped and continue to shape communities they serve. They must navigate multiple communities within the domain of the council to ensure they all receive appropriate attention, while managing politics internal to those communities.

PROBLEM SOLVING AND CREATIVITY

Problem solving may involve members of the Legislature, Council members, staff, public officials, community organizations, and the public. The Director must be prepared to direct the staff to respond to at times rapidly shifting issues and priorities.

Problem solving often requires creative approaches for encouraging individuals to communicate and work together. Problem solving also requires creativity needed for inter-agency coordination, program planning, staff management of public information and advocacy.

The problems faced may be of national and international concern and enormous complexity.

FREEDOM TO ACT

The Director has the authority to manage all resources assigned to the Director. The Director is accountable for all budgetary matters and is responsible for providing program justifications and resource allocations. Performance is reviewed under procedures or processes adopted by the Council. Minnesota Statutes 15.0145, Subdivision 5 provides that the Director serves at the pleasure of the Legislative Coordinating Commission.

All work is performed within the laws and policies of the State of Minnesota, the established practices of public administration and the specific policies of the Council. Areas of concern which may become Council activities are reviewed with the Council Chair or other procedures adopted by the Council. Recommendations for actions are made through the standing committees of the Council when appropriate.