

Duties assigned, but not included in the SSM1 Duty Statement for the CRC Operations Manager:

- 1) Coordinates with staff counsel to oversee and ensure compliance of all aspects of the legislative and rulemaking processes, advises Commission on legislative changes, testifies before legislative Boards on the Commission's behalf, advocates for the Commission in legislative and funding matters.
- 2) Tracks and provides operational impact analysis of litigation, at both State and Federal levels. Coordinates with staff counsel, the Attorney General, and outside counsel to advise Commission of litigation impact and recommend a course of action. Ensure Commission compliance in matters of discovery. Responsible for coordinating Commission representation in new and outstanding legal matters.
- 3) Develop and maintain relationships with non-governmental agencies involved in redistricting.
- 4) Develop, advise and implement Commission administrative and operational policy.
- 5) Identify options, develop program plan, and present recommendations regarding infrastructure and operational needs unique to an independent State Commission.
- 6) Initiate and administer sound personnel policies and procedures, under state guidelines, rules and regulations, with guidance from the state agency contracted to provide Human Resources support and services.
- 7) Serve as the Commission's primary point of contact for state agency maintaining Human Resources contract.
- 8) Draft duty statements and scope of work for new employees and/or contractors for approval of the Chair and/or Executive Committee and Human Resources.
- 9) Recruit and supervise the work of temporary staff, volunteers and student interns.

Supervision Received:

The incumbent receives administrative direction only from the Chair of the Citizens Redistricting Commission.

Supervision Exercised:

The incumbent is responsible for determining and participating in making policy, formulating long-range programs and objectives, and reviewing implementation of programs and conformance with policies and objectives, for the integration and coordination of multiple functions, and for planning, directing, assigning and reviewing the work performed by the staff and consultants of the Citizens Redistricting Commission as needed.

Administrative Responsibility:

The incumbent is the chief administrative and operations manager for the Board and is responsible for the interpreting and executing the intent of all board policies to the public and other governmental entities.