

Role: 00EXAH - Agency Head

About the Job:

The Indiana State Veterinarian serves as the Agency Head, the top agency executive, for the Indiana State Board of Animal Health, a state agency. This individual is appointed by the Indiana State Board of Animal Health with the approval of the Governor and is responsible for ensuring the Agency is accountable as described in the applicable agency enabling statute.

A Day in the Life:

The essential functions of this role are as follows:

- Plan, evaluate, and direct activities of the organization/entire agency.
- Review and evaluate organizational effectiveness, goal determination, strategic planning, etc., and make recommendations for improvement.
- Develop and coordinate plans, policies, resources, and mission, as well as the agency's or program's goals, vision, and expectations.
- Represent agency interests on vital legislative issues, task forces, committees, etc., and/or drafts legislation.
- Review legislation to determine the impact on the operation of an agency or the state.
- Give recommendations regarding the implementation of passed legislation.
- Guide agencies and the public regarding applicable laws and rules.
- Monitor agency or program budget, including revenues, expenditures, and budget projections.
- Communicate with news and other media, and respond to media questions or requests in an appropriate public relations manner.
- Testify at hearings to provide pertinent agency information and technical support.
- Coordinate with other government officials on planning issues (i.e., federal and/or state agency directors, etc.).
- Provide information and advice to the state legislature.
- Coordinate, review, and evaluate the use of appropriate controls and standards for the agency.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

What You'll Need for Success:

You must meet the following requirement to be considered for employment:

- Thorough knowledge of the agency and/or organizational program(s) and business practices.
- Thorough knowledge of State programs and resources, public policy, and program evaluation.
- Ability to develop and/or measure program outcomes.
- Thorough knowledge of principles, theories, and practices of budget management.
- Thorough knowledge of principles, theories, and practices of business administration, including budget management, accounting, human and material resource management in organizations; principles, theories, and practices of performance management; principles, theories, and practices of meeting management, quality management, diversity management, project management, conflict management, and fiscal and financial management.
- Ability to create, maintain and improve an organization's culture and/or climate.
- Ability to speak clearly, concisely and effectively; listen to and understand information and ideas as presented verbally.
- Ability to communicate information and ideas clearly, concisely and in writing; read and understand the information presented in writing.
- Thorough knowledge of applicable laws, rules, regulations and/or policies and procedures.
- Demonstrate a heightened understanding of state government including the functions of individual agencies, departments and institutions and the relationships between the legislative, judicial and executive branches of government.
- Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures.
- Ability to work effectively with organizations, associations, supply and marketing cooperatives, etc., that have common interests.
- Ability to control or direct the operation of a program or function.
- Thorough knowledge of and ability to interpret and apply state and federal laws, rules and regulations specifically those applying to the area of specialization.
- Thorough knowledge of and ability to apply all requirements established by governing bodies.

- Ability to analyze complex problems and make sound resolutions to problems.
- Ability to tactfully communicate with a wide variety of administrators, legislators and involved officials to resolve disputed problems.
- Ability to maintain effective working relationships with Federal and State agencies and others in the legal community.
- Ability to anticipate problems that would create barriers to achieving goals and initiate corrective action.
- Ability to delegate work, set clear direction and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Supervisory Responsibilities/Direct Reports:

- This role may be utilized in a supervisory capacity based on agency needs.

Difficulty of Work:

Work is broad in scope involving complex program elements, which require critical and analytical abilities. The Agency Head reviews strategic plans to integrate into program and policy plans. Work is diversified and involves interpretation of broad policies and guidelines for program execution. This role exercises considerable independent judgment in formulating solutions, adapting policies to fit unusual circumstances, and in interpreting and applying policies, rules, and code. This individual must be able to react to variables ensuring proper response in accordance with assigned responsibilities and as a direct representative of the agency.

Responsibility:

The Agency Head makes a significant contribution to the agency and state government as the individual directs the operations and proposes changes in existing policy/policies affecting agency functions within state government. This role is responsible for overseeing the development and implementation of all program and project areas as well as continued monitoring of the effectiveness of the programs and projects to ensure that they are meeting all standards. This individual is responsible for organizing the agency's work, setting priorities, determining resource requirements, and establishing short or long-term goals and strategies to achieve them. Assignments and reviews of work are based on general objectives and overall impact on the agency's mission. Poor judgment and errors could result in legal and/or financial negative consequences for the agency and, thus, an embarrassment to the State.

Personal Work Relationships:

- This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.
- Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

Physical Effort:

- This role performs work in an environment where sitting for extended periods of time could be expected.

Working Conditions:

- This role performs work in a standard office environment.