

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Pharmacy Board Executive Director

SERIES NO.:
6212

MAJOR AGENCIES:
Pharmacy Board

EFFECTIVE DATE:
02/26/2012

SERIES PURPOSE:

The purpose of the pharmacy board executive director occupation is to administer & direct activities &/or all orders of the State Board of Pharmacy.

CLASS TITLE:

Pharmacy Board Executive Director

CLASS NUMBER:

62122

EFFECTIVE DATE:

09/12/1999

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of pharmacy practices & state & federal laws governing practice of pharmacy & pharmacy jurisprudence & management/supervisory principles/techniques in order to administer & direct all orders of board, conduct meetings of board, act as official spokesperson & direct all board operations.

<u>CLASS TITLE:</u> Pharmacy Board Executive Director	<u>CLASS NUMBER:</u> 62122	<u>BARGAINING UNIT:</u> 022
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EFFECTIVE DATE:

09/12/1999

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & directs all orders of board, conducts meetings of board, acts as official spokesperson to government agencies, health officials & general public & directs all board operations (e.g., assists in development of all policies & procedures, provides direction to administrative staff, analyzes & evaluates manpower planning & budget recommendations).

Records & maintains records of official proceedings & acts as sole keeper of all required board records; prepares & directs publication of articles, correspondence, reports & policy statements regarding pharmacy practice & drug laws in state.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; management principles/ techniques; manpower planning; pharmacy practice; state & federal laws governing practice of pharmacy; pharmacy jurisprudence; pharmaceutical information systems (i.e., design & utilization of prescription & business records); criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials; write &/or edit articles for publication.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Pursuant to section 4729.03 of revised code, must be Registered Pharmacist in good standing in profession & who is not member of State Board of Pharmacy; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of license as required by law.

UNUSUAL WORKING CONDITIONS:

Requires overnight travel.