

Louisianas District Attorneys Association

Job Description

Class Title: Executive Director	Job Code:
Department: Administration	Effective Date: 10/2018
	Last Revised: 11/01/2023

GENERAL PURPOSE

Performs a variety of **professional, executive and managerial duties** related to planning, organizing, controlling and directing the day-to-day operations and functions of the Louisiana District Attorneys Association, including intergovernmental relations, interagency relations, legislative lobbying, policy analysis & research, program development/training, and general member assistance, education, curriculum development and technical support.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of Board of Directors of the Louisiana District Attorneys Association.

SUPERVISION EXERCISED

Provides general supervision to association staff, directly, or through assigned department heads and supervisors.

ESSENTIAL FUNCTIONS

Coordinates and facilitates the development of mission statements and objectives of the association; establishes long term and short term strategies in conjunction with department heads; monitors, evaluates and assures timeliness and effectiveness of association programs and services.

Serves as primary legislative and organizational lobbyist at the statewide level; directs and participates in the technical review of legislation; develops legislative alternatives for consideration by association membership; develops legislative amendments; prepares and gives testimony interpreting and assessing legislative impact; makes formal presentations; performs one-on-one lobbying to promote causes and protect the interests of association membership.

Oversees the overall administration of functions affecting internal staff; directs and controls recruitment and selection activities; reviews and monitors overall organization performance; determines performance standards; assigns special projects and distributes work load; evaluates worker performance and makes decisions affecting job retention, advancement, discipline and discharge.

Directs and may participate in the development and delivery of technical training provided to association members in all areas of specialized programs, legal issues, trends, practices and methods or assures availability of professional staff and resources to promote such efforts.

Performs policy and legislative impact analysis for various laws, regulations and standards established by state legislation; initiates support or proposes counter legislation or resolutions as needed to promote or protect prosecutorial interests; develops policy and standard operating procedures for association operations; determines action priorities and delegates program responsibilities.

Oversees the development of annual operating budgets; monitors status of various grant and foundation funding sources; reviews recommendations from assistant executive director and various department heads; considers organizational priorities based upon direction and interests of the board of directors; monitors financial status of the organization to assure compliance with fiscal guidelines and fiduciary responsibilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a doctor of Jurisprudence degree (JD);
AND

B. Licensed to practice law in Louisiana;

AND

A. Five (5) years of progressively responsible experience in business or organizational management; preferably in legal prosecution at the state level.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of managerial, operational, political, community and economic issues related to or affecting legal/criminal prosecution; legislative processes of state government; laws, policies and regulations governing criminal prosecution; legal guidelines related to lobbying processes and methods; principles of supervision; organizational communication, design, and motivation techniques; business and technical writing; professional requirements related to the retention of law licenses and the educational standards related to CLE courses and training. **Considerable knowledge of** professional fund accounting standards and ethics; generally accepted accounting principles established by AICPA and GASB; internal control principles and methods of application; laws and regulations pertaining to financial reporting; budgetary principles; creative problem solving processes and facilitation methods; political environment associated with intergovernmental criminal justice programs. **Working knowledge of** computer applications.

Ability to implement budgets; plan, organize, direct and supervise the work of subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected officials/prosecutors, legislators, executives, administrators, managers, boards, department heads, employees and the public.

3. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in normal course of job performance.

4. Salary and Benefits:

Subject to negotiation based upon qualifications and experience. Equitable and generous benefits package included.

APPLICATION PROCESS AND DEADLINE:

Send letter of interest, resume and writing sample to Search Committee at LDAASearch@icloud.com on or before November 13, 2023. Applications will be reviewed and some applicants will be asked to appear in Baton Rouge, Louisiana for an interview. The applicants will be expected to cover their travel and lodging expenses for these interviews if selected to participate.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.