

**ASSOCIATION OF GOVERNMENT ACCOUNTANTS
AGA POSITION DESCRIPTION**

TITLE: Director of Performance Reporting

REPORTS TO: Executive Director

POSITION CLASSIFICATION: Exempt, Regular Full-Time

POSITION SUMMARY: Responsible for (1) managing the CEAR Program and (2) managing the SEA Program.

STAFF LIAISON: This position serves as staff liaison to the CEAR Board and any future SEA Program advisory committee or board that is developed.

KEY FUNCTIONS

Manages Certificate of Excellence in Accountability Reporting (CEAR) Program

- Identifies potential program participants, which includes
 - identifying federal agencies possibly interested in submitting PARs
 - following up with them to encourage participation in the program
- Identifies individuals to serve as reviewers, which includes
 - coordinating annual drive for reviewers and maintaining reviewer's database
 - organizing annual reviewer's training (which includes steps as outlined under "Coordinates annual Accountability Report Preparer's Training")
- Oversees evaluation process, which includes
 - composing review teams and mailing reviewer packages
 - coordinating and organizing receipt of reviewer submissions
 - setting all review team meeting
 - editing, finalizing and distributing review team results letters to agencies
- Coordinates annual Accountability Report Preparer's Training, which includes
 - promoting event to government performance and accountability community
 - working with meetings staff to arrange venue and coordinate requirements for registration and CPE
 - working with key individuals to develop event materials
- Organizes the annual CEAR Awards Ceremony, which includes
 - working with public affairs, communications and marketing staff to promote the announcement of recipients and build interest in attendance
 - working with meetings staff to coordinate locating venue and handling event logistics
 - working with key individuals to develop event agenda
 - coordinating production of onsite program
 - drafting program script
- Develops the program, which includes

- keeping abreast of current issues, trends and challenges that affect the program
- working with technical director to identify, discuss and implement technical changes to Guidelines or reviewer training
- implementing procedural changes to program administration
- Promotes the program, which includes
 - developing promotional materials such as ads, announcements, etc.
 - work with public affairs, communications and marketing staff to develop and implement promotional strategy
 - updating CEAR portion of Association's website
- Manages governance issues and program administration, which includes
 - developing and maintaining program budget
 - submitting quarterly reports for National Executive Committee meetings
 - organizing annual CEAR Board meetings
 - renewing contract for program's technical director
 - registering the program Guidelines and CEAR name

Manages Certificate of Achievement in Services Efforts and Accomplishments Reporting (SEA) Program

- Identifies governments to submit reports for evaluation, which includes
 - identifying candidate organizations, governments and individuals
 - following up with them to encourage participation in the program
- Identifies individuals to serve as reviewers, which includes
 - coordinating annual drive for program reviewer's and maintaining reviewer's database
 - organizing annual reviewer's training
- Oversees evaluation process, which includes
 - composing review teams and mailing reviewer packages
 - coordinating and organizing receipt of reviewer submissions
 - setting all review team conference calls
 - editing, finalizing and distributing review team results letters to agencies
 - spearheading event to present Certificate of Achievement to recipient governments
 - coordinating publicity for recipient governments
- Develops the program, which includes
 - keeping abreast of current issues, trends and challenges that affect the program
 - working with technical director to identify, discuss and implement technical changes to Guidelines or reviewer training
 - implementing procedural changes to program administration
 - spearheading development issues as they relate to institutionalizing the program at AGA, i.e. designing SEA Certificate of Achievement, identifying permanent, full-time technical director, establishing program board or advisory committee, drafting policies and procedures, registering Guidelines and "SEA" name
- Promotes the program, which includes

- developing promotional materials such as ads, announcements, etc.
- work with public affairs, communications and marketing staff to develop and implement promotional strategy
- updating SEA portion of Association's website
- Manages requirements of Sloan Foundation grant
 - writing interim and annual progress reports
 - working with Sloan Foundation as necessary to discuss future funding
 - spearhead any future proposals for extended support
- Manages governance issues and program administration, which includes
 - developing and maintaining program budget
 - submitting quarterly reports for National Executive Committee meetings
 - renewing contract for program's technical director, if necessary
 - organizing annual SEA advisory committee or board meetings, if necessary

REQUIREMENTS

- Masters in Public Administration preferred with three years related work experience.
- Knowledge of and interest in government performance reporting.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong computer skills
- Excellent written and verbal communication skills.
- Ability to travel as necessary.