

EXECUTIVE DIRECTOR

JOB SUMMARY

Under general administrative direction, receives policy direction from the Executive Committee and is responsible for planning, organizing and directing Authority activities in 9-1-1 police and fire dispatching, business development, human resources, finance, and technical services. The position is charged with ensuring the efficient and effective provision of services, including the management of sophisticated automated communications equipment, and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Provides guidance and direction to staff regarding work methods, processes and policy interpretations.
- Maintains close contact with the Executive Committee to address policy and procedure needs, as well as discuss the conditions and activities of the Authority.
- Negotiates and enforces contracts, leases and agreements with other agencies.
- Develops and manages all aspects of budget and personnel administration.
- Designs and implements strategies to generate revenue and seek alternative funding for Authority programs.
- Generates Requests for Proposals (RFPs).
- Manages, coordinates, and recommends contracts with consultants and vendors.
- Participates in the establishment of short and long-term goals for the growth and development of the organization.
- Has the availability to oversee Authority activities during major natural, manmade and/or other disasters.
- Responds to and deals with citizen complaints.
- Interacts, maintains liaison, and collaborates with elected officials, city managers, police and fire chiefs, and other staff from municipalities, school districts, and other government entities.
- Represents the Authority in a variety of meetings with elected and city officials, community groups, committees, professional organizations, government agencies, and other jurisdictions.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Bachelor's degree from an accredited college with major coursework in public or business administration.

EXPERIENCE:

- At least five (5) years of management experience, including supervisory and budget responsibilities, are required.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Public management theory and practices.
- Philosophies and principles of organization and administrative procedures.
- Laws and regulations pertaining to the operation of joint powers authorities.
- Federal and state laws and court decisions pertaining to personnel administration and employer-employee relations.

ABILITY TO:

- Coordinate the efforts of the departments in developing a balanced-budget for financing the activities of the Authority, and to control expenditures;
- Supervise the management of highly technical programs and activities.
- Meet with User Committees and organizations in resolving problems, developing programs or discussing services.
- Establish and maintain effective relationships with the Board of Directors, Executive Committee, Fire and Police Chiefs, departmental management, employees and public officials of other jurisdictions.