EXECUTIVE DIRECTOR

POSITION DESCRIPTION

The Executive Director is the chief administrative officer of the District, reporting to the Board of Directors, and is responsible for funding and managing the District's business consistent with the strategic plan, goals and objectives, and policies and procedures established by the Board.

DUTIES

1. Actively seek out and write grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors. Coordinate with the Program Director, and other appropriate staff, in determining the scope and budget for any grant proposal to assure it fits with the mission, goals and expertise of the RCD.

2. Administer and supervise all aspects of the District's office operations. This includes business and personnel files, insurance, updating of financial policies, updating of personnel policies, records, annual report, coordination of monthly Board meetings, office space or capital equipment needs, updates to the Board, and any other administrative activities pertaining to the operation of the District.

3. Administer and supervise the preparation of annual budgets, timely revenue and expense reporting, financial forecasts, audits, or any other information required to keep the Board advised of the District's financial condition. Supervise any outside services as required.

4. Ensure that statutes and government rules and regulations pertaining to or affecting District operations are followed. Coordinate with legal counsel and auditors as required.

5. Create, maintain or update the District's strategic plan and annual work plan.

6. Administer and supervise the RCD's participation in watershed or community groups.

7. Authorized to purchase goods, materials and services for projects in accordance with grant, contract and/or budget parameters. Approve invoices and assign costs to various projects.

8. Supervise the District's educational and field activities.

9. Select, manage, and evaluate the personnel required to accomplish the District's objectives and responsibilities. Provide leadership and guidance and other District personnel as necessary.

10. Support the District Manager or Project Director in the preparation of contracts with funding sources, bid documents, and contracts for contractor services and materials.

11. Maintain and enhance the RCD Board of Directors working relationships with appropriate officials at the local, county, state, regional, and federal levels to further promote the needs and objectives of the District.

12. Promote the District and successful projects implemented by the District within the community and with the media. Coordinate with the Projects Manager to prepare press releases promoting District projects and activities.

13. Other duties as assigned by the Board.