

Job Description Executive Director

County Commissioners' Association of WV

(As Approved by Transition Committee, Oct 2, 2018)

Position: Executive Director

Reports To: CCAWV Board of Directors

Positions Directly Reporting to this Position: All staff as employed by CCAWV

Nature of Work:

This is a professional position involving the application of specialized knowledge of programs, policies and procedures as it concerns the County Commissioners' Association of West Virginia (CCA WV) and county government. The position is responsible for the overall direction of the Association and requires the exercise of independent judgment and interpretation. The Director is expected to represent the Association with integrity when dealing with Association members, the WV State Legislature, the Governor, state and federal administrative agencies, other public interest groups and the general public to secure harmony of action in matters relating to the betterment of county government for all citizens.

Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Board Relationship

- Answer directly to the Board of Directors (Board), the Executive Committee and the President of the Board.
- Attend and actively participate in Board meetings and committee meetings.
- Provide the Board and/or Executive Committee with pertinent information to help it reach sound decisions.
- Effectively assure information flow to the Board. Report regularly to the board about progress toward association objectives, financial status of organization and other issues of concern to the board.
- Prepare Board agenda in consultation with Board President in a timely manner.

2. Administrative/Fiscal Management

- Serve as the chief administrative staff to the Board and carry out responsibilities set forth in the Association's Constitution and Bylaws.
- Be responsible for the proper and efficient operation of the Association and accountable to the Board for its financial management.
- Prepare an annual budget for consideration by the Budget Committee and approval by the Board.

- Administer the Association salary and benefits, including employee reviews and establishment of employee salaries within the budget authorized by the Board.
- Administer Association finances within budget guidelines as set by the Board.
- Supervise and implement the programs, policies and procedures of the Association.
- Make recommendations to the Board relating to the programs, policies and activities of the Association.
- Execute and sign all legal documents as directed by the Board, except that contracts for the incurrence of debt for the purchase of real property shall be signed by the President.
- Develop for adoption by the Board an annual program plan containing objectives, priorities, activities, budgets and staffing for the Association (short range plans).
- Direct the day-to-day activities of the County Commissioners' Association including office premises, office systems, record security and management, and budget control.
- Direct the preparation of all reports required by the Board of Directors, Executive Committee, and other appropriate committees.
- Work with Board and membership to prepare a periodic strategic plan (long range plans).

3. Association Services

- Provide and direct outreach to all counties in order to maximize Association membership and visibility.
- Develop and direct membership communications to include *The Commissioners' Corner*, the *CCAWV Legislative Line-Up*, press releases, board meetings, regional meetings, annual conferences, legislative information and other communications and correspondence as directed by the Board of Directors.
- Develop and direct all Association programs which serve the needs of member counties.
- Explore potential new Association services and revenue-earning opportunities.
- Develop and direct the maintenance of data and research critical to counties' interests.
- Direct and respond to requests from members for information and materials.
- Coordinate, plan and direct the execution of the Association's annual meetings, workshops, and other special meetings.
- Direct all new services approved by the Board.
- Direct programs for education or information of Association members on specific issues.
- Serve as Association representative or spokesperson on related boards, taskforces and commissions, or as directed by the Board.
- Serve as public spokesperson for the Association as required to represent and advocate the interests of county government.
- Advise the Board as to the status of current and proposed Association programs including quality, staffing and resources needed.
- Represent the Association as its Executive Director in all dealings with other organizations, individuals, businesses and the general public.
- Work in cooperation with other associations in order to promote and maintain good working relationships.
- Promote good community relations.

- Carry out other services as may be directed by the Board of Directors.

4. Leadership of Staff

- Oversee the work of the County Commissioners' Association office, including supervision and evaluation of employees.
- Hire employees after consultation with the Executive Committee and terminate employees with approval of Executive Committee.
- Direct staff in day-to-day assignments and duties.
- Retain qualified consultant services and/or contractual services when needed and resources are available.

5. Legislative Responsibilities

- Serve as chief lobbyist and carry out the public policy of the County Commissioners' Association.
- Direct a legislative and policy program with the legislature, state agencies, and the Association's legislative committee.
- Encourage active participation of the Association in the National Association of Counties (NACo) as it relates to federal legislation, programs and regulations.
- Counsel and assist legislative policy committee in developing policy for West Virginia county commissions.
- Regularly meet, confer, negotiate and work with the WV Legislature, the WV Governor's staff and state agencies to implement county policy.
- Maintain liaison and cooperation with other business and professional societies and associations regarding legislative and policy programs of joint interest.
- Report to the membership regarding policy development, implementation and the impact of legislative, executive, or agency actions. Communications include The Commissioners' Corner, CCAWV Legislative Lineup, action alerts, memoranda, annual conferences, CCAWV Legislative Wrap-Up (bill summaries), regional meetings and committee meetings.

General

Remain open and willing to implement other directives as determined by the Board, Executive Committee and/or Board President.

Essential Qualifications and Skills:

- Bachelor's degree in business, public administration, management or related field.
- Six years of progressive management experience in the public/private sector and/or association management and/or government relations.

- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities needed for this position.
- Experience in legislative advocacy highly desirable.
- Clear and compelling communication skills including an ability to communicate complex issues concisely, both in writing and orally.
- Excellent interpersonal skills.
- Exceptional organizational skills.
- Ability to problem-solve creatively.
- Ability to manage budgets, finances and short and long-term financial/strategic planning.
- Ability to manage several projects simultaneously under deadline pressure.
- Strong public speaking ability.
- Ability to work with and adapt to all kinds of persons and situations.
- Solid computer skills including knowledge of Microsoft Office suite (Word, PowerPoint, Excel, Access and Publisher).
- A valid West Virginia driver's license is required and ability to travel outside of regular business hours as needed. Some overnight travel required.
- An eagerness to work collaboratively as part of a small, well established organization.

The County Commissioners' Association of West Virginia is an Equal Opportunity Employer, and a drug-free workplace.