



Jordan River Commission

JOB DESCRIPTION Executive Director

May 26, 2017

The Jordan River Commission: The Commission is a governmental entity formed by interlocal agreement in August, 2010. Its main purposes include coordinating planning amongst the local governments along the river, raising funds for land acquisition/preservation, and funding capital projects with an emphasis on recreational amenities and wetlands restoration. The Commission is made-up of local governments, state agencies, districts and other community partners.

A number of major initiatives have been completed by community partners since the creation of the Jordan River Commission including fully funding the construction of the Jordan River Trail, securing funding for a new Jordan River Water Trail for canoes and kayaks, and several riparian restoration projects.

The Jordan River Commission held a Strategic Planning Retreat in September 2016, and identified four strategic priorities for the coming year:

1. Promoting youth education, community outreach, and marketing of the Jordan River's resources and amenities.
2. Supporting efforts to improve water quality.
3. Promoting ecological restoration, with an emphasis on invasive species management
4. Securing sustainable, ongoing funding for the river corridor

Learn more about our work on our website: www.JordanRiverCommission.com.

Job Summary: The Executive Director shall act as the principal administrative officer of the Jordan River Commission as directed by the Governing Board and the Chair. The Executive Director shall serve as Secretary and Treasurer to the Governing Board. Salary Range: \$60,000 to \$75,000, plus benefits

Essential Duties: The duties and responsibilities of the Executive Director are as stated in Section 7.5 – Responsibilities of Executive Director of the Bylaws of the Jordan River Commission. These duties and responsibilities may be amended from time to time by the Governing Board.

Section 7.5 of Bylaws, Article 7 - Responsibilities of Executive Director

7.5.1 Act as principal administrative officer of the Commission and coordinate and direct all staff and consultant services as needed for daily operations of the Commission and as may be provided by the Chair or Governing Board;

7.5.2 Recommend to the Governing Board all staff appointments, advancements and other employment policies and act as supervisor of all staff and work that is conducted by the Commission staff;

7.5.3 Prepare and administer an annual approved work program and budget;

7.5.4 Maintain the permanent records of the Commission;

7.5.5 Assist the Technical Committee in recommending standards for improvement, use and development within the Jordan River Master Plan Study area;

7.5.6 Make recommendations to the Commission regarding accomplishing the purposes as defined in the Agreement;

7.5.7 Review private development proposals and proposed agency actions, with the help of the Technical Committee or others, and recommend changes to the Commission that would assure conformance to the Master Plan;

7.5.8 Prepare agendas and notices for the meetings of the Governing Board, the Technical Committee and other Committees as assigned and keep minutes and or recordings as required by the Open and Public Meetings Act as part of his duties as Secretary to the Governing Board;

7.5.9 Prepare applications for funding needed to accomplish the purposes of the Commission;

7.5.10 Receive and receipt all monies due or payable to the Commission and deposit such monies in such depositories as shall be selected by the Governing Board;

7.5.11 Maintain, under the supervision of the Governing Board, such funds and accounts as may be required by governmental accounting practices and the State's fiscal procedures act;

7.5.12 Be responsible for distributing monies payable and co-sign payments together with the Chair or Vice Chair (two signatures required);

7.5.13 Present a financial statement of receipts and expenditures on a quarterly basis to the Governing Board or at the request of the Governing Board;

7.5.14 Arrange for, under the supervision of the Governing Board, a certified annual review or audit of the financial accounts and records of the Commission as required by law;

7.5.15 Prepare an annual report for the Commission, its Members, the Legislature, and others of highlights, accomplishments, major reviews and other important matters of the Commission. The annual report shall be presented during the first quarter of each calendar year;

7.5.16 Oversee the development of the Jordan River Master Plan; and

7.5.17 Perform all other duties assigned by the Governing Board.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without accommodation.

- **Education and Prior Work Experience:** Recommended minimum requirements are as follows:

1. Bachelor's degree in a field related to the work of the Commission such as: business management, finance, public administration, public policy, planning, or resource management, environmental sciences, or engineering.
2. Six years of related work experience, two of which are in a management/supervisory role. Candidate must have strong managerial experience with some component of that experience related to public administration or policy issues.

- **Knowledge, Skills and Abilities:**

1. Must have advanced management skills, and knowledge of and ability to manage organizational and personnel dynamics.
2. Must have strong budgeting and financial management skills.
3. Ability to use a personal computer and word processing, spreadsheet, presentations, e-mail, and appointment scheduling software.
4. Candidate should have familiarity with land acquisition process and land preservation.

- **Communication and Inter-governmental Skills:** Must be able to actively lead and participate in group meetings and discussions. Must be able to make presentations before groups, governmental bodies at all levels and the news media on the commission's behalf. Expected to comprehend memos, letters and correspondence and share information in one-on-one situations. Must be able to construct detailed memos, letters and correspondence, and reports.
- **Problem Solving:** Apply common sense, analyze data and interpret results yielding varying outcomes. Such work might include developing and communicating strategies for Jordan River development and all related issues in dealing with leaders of government and regulatory agencies, the Governing Board, employees, news media, the state legislature, the development community, the environmental community and the general public.
- **Cooperative Interaction:** Provides frequent direct service to the Governing Board, political leaders and officials of federal, state and local governments including the Governor and staff, legislators, state agency division directors, county commissioners, mayors, city managers, and city council members. Provides occasional service to retail customers, property owners, and the general public, contractors, consultants, which may include outside legal counsel, and legislative lobbyists.
- **Working Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Occasional exposure: Outdoor weather conditions, bio-hazardous waste, vibration, wet or humid conditions, work in high and dangerous places, work near moving mechanical parts, work in hazardous traffic conditions, and work in confined spaces.
 - Noise level: Moderate office noise, occasional loud noise on work sites.
 - Candidates will be expected to travel and participate in a significant number of meetings throughout Davis, Salt Lake and Utah counties.
- **Supervision and Coordination Required:**
 - Direct Reports: The Executive Director will be responsible for supervising two employees and occasional interns.

Submittal Requirements

- Please submit cover letter and resume electronically to: chair@jordanrivercommission.com
- Applications must be submitted electronically by Noon on June 9, 2017.
- Interviews will be held the week of June 12-16, 2017.

Contact

Contact the following if you have questions about Submittal Requirements or Qualifications:

Stan Porter, Chair: Jordan River Commission
chair@jordanrivercommission.com