

KENTUCKY CITY/COUNTY MANAGEMENT ASSOCIATION

EXECUTIVE DIRECTOR  
POSITION DESCRIPTION

**Summary** - The Executive Director functions as the Secretary/Treasurer of the Association and is to administer the affairs of the Association. In this capacity, the incumbent is responsible for maintaining all records and proceedings of the Executive Board and Association, implementing policies set by the Executive Board as well as annual goals and objectives and program and administrative management of the Association. Guidance and direction is provided by the President and Executive Board.

**Essential Duties and Responsibilities** - The Executive Director is responsible for administration of overall operation of the Association, including reviewing and evaluating the results of program activities; ensuring that strategic program objectives are advanced; allocating resources for greater program effectiveness and efficiency; and developing organizational and administrative policies and program objectives for Board consideration. Essential duties and responsibilities include:

- Assist with the development of the annual budget and presentation to the Executive Board for approval
- Approval of all invoices billed to the Association and the delivery of monthly budget and financial reports to the Executive Board
- Coordination of financial activities with Kentucky League of Cities
- Coordination of one (1) annual conference, including sponsorship development
- Coordination of two (2) semi-annual business meetings and all other Executive Board or Committee meetings, including the Association dinner held during the annual ICMA Conference
- Coordination of two (2) regional meetings each year
- Take and transcribe minutes of Executive Board, Association and various committee meetings
- Development and distribution of a membership directory
- Promotion of membership growth and professional local government management
- Assist committees with implementation of organization's strategic plan
- Development and maintenance of a social media presence
- Solicit sponsorships on behalf of the organization
- Maintenance of non-profit corporation status with the Kentucky Secretary of State
- Securing liability insurance coverage for the Executive Board, the Executive Director, and for all KCCMA meetings and activities
- Arranging for the filing of the annual Association tax return with assistance from KLC
- Overseeing the provision of member services, including membership application requests, conference registration, routine correspondence, etc.
- Maintaining working relations with ICMA
- Other duties as assigned

**Qualification Requirements** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION or EXPERIENCE:** Attainment of an MPA or other equivalent advanced degree in a related field and seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity in local government.
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and administrative regulations; efficiently respond to questions from membership and others; communicate effectively in both written and oral form; and effectively present information to membership, Executive Board, governmental officials, and other public groups.
- **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies; and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and techniques of grant writing and management, contract administration and negotiation, the legislative process and governmental processes and agencies, fiscal and organizational management, and principles and practices of marketing and public relations.

**Physical Demands/Travel/Work Environment** - The Executive Director is regularly required to sit, stand, walk, speak and hear while performing duties. The position requires extensive computer use so the individual must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The Executive Director must be able to travel to attend conferences, training and other events as required to maintain proficiency in fulfilling the responsibilities of the position. The work environment is a small office, home based or otherwise. The noise level in the work environment is usually low to moderate.