

## Utah Sheriff's Association Executive Director Job Announcement

### THE POSITION

Utah Sheriff's Association is seeking a dynamic Executive Director (ED) who will be committed to its mission, advance the organization and develop a deep knowledge of the organization, including core programs, operations, finances, and business development plans. The ED shall be appointed by the Executive Board and shall be subject to the control and direction of the Executive Board and to the general membership of the Association by majority vote.

### RESPONSIBILITIES

- a. To serve as the General Manager, direct and supervise the activities and services of the Association. Generally supervise and direct all USA contract employees and volunteers within the Association.
- b. Work closely with Legislators, State Officials and others to promote the interests of the Utah Sheriffs' Association and its Legislative efforts and build mutually beneficial alliances between the USA and other professional organizations.
- c. To enter into contracts and agreements on behalf of the Association with the approval of the USA Executive Board or at the direction of the general membership with a majority vote.
- d. To cooperate with and assist the President in arranging for meetings of the Executive Board, meetings of members of the Association, and other such conferences or meetings.
- e. To assist the Executive Secretary/Treasurer in the recording and preservation of true minutes of such meetings, to oversee and maintain adequate records and files of all proceedings and publication of the Association.
- f. Cause an annual budget to be prepared, supervise the keeping of financial records and take such action as is necessary to assure the collection, payment and accounting of Association funds.
- g. To assist the Executive Secretary/Treasurer in the collection of membership dues and monies from other sources. Oversee the fund-raising activities, and the issuance of membership certificates and ensure the proper maintenance of membership records.
- h. To oversee the Utah Sheriff's Annual Conference and to issue Scholarships at the Direction of the Executive Board.
- i. To safely keep the corporate seal of the Association in custody and to affix same to all instrument as directed by the Executive Board, President and Executive Secretary/Treasurer.
- j. To oversee and direct the Executive Secretary/Treasurer to pay all just and reasonable expenses of the Association and oversee that all checks or credits card expenses fall within an amount set by resolution of the Executive Board.
- k. To propose to the Executive Board such activities as deemed pertinent to the purposes and objectives of the Association.
- l. To attend such conferences and meetings as may assist in the performance of duties as authorized by the Executive Board.
- m. Respond for the Association to requests for information and advice from individuals and organizations both private and governmental.

- n. Obtain such surety bonds for officers and employees of the Utah Sheriffs' Association as the Executive Board may from time to time order. The cost thereof to be borne by the Association.
- o. To oversee the submittal of all books and papers to a certified public accountant, selected by the Executive Board for annual audit and whenever ordered by the Executive Board.
- p. Surrender all books, records, papers and monies of the Association to the Executive Board or to a member of the Board designated to receive same immediately upon being instructed to do so by the Executive Board.
- q. Create and maintain effective membership program services.
- r. Oversee the development of training and educational programs to advance the professional, technical, and managerial skills of the membership.
- s. Coordinate research necessary for the Association.
- t. Serve as the spokesman for the Association, when authorized by the President or an Executive Board Member.
- u. Other duties as defined by the Executive Board.

#### QUALIFICATIONS

- a. Bachelor's Degree or equivalent years of successful work experience in the field of public safety.
- b. Outstanding organization and leadership abilities.
- c. Proven experience as executive director or in other managerial position.
- d. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- e. Strong organizational abilities including planning, delegating, program development and task facilitation.
- f. Skills to collaborate with Board members.
- g. Effective written and oral communication skills and public speaking ability.
- h. Ability to work effectively with diverse community leaders, board members, staff, volunteers, and nonprofit partner organizations.
- i. Direct Experience advocating on issues important to public safety.

#### SALARY

This is a full-time exempt position. Compensation will be commensurate with experience but will not exceed \$80,000. Benefits include: health, dental and vision insurance and 401(k) contribution matched on employee deferral up to 4%.

To be considered as an applicant:

- Email Resume and Cover Letter in confidence to: [brandy@uacnet.org](mailto:brandy@uacnet.org)
  - Include in the Subject line: USA
  - Deadline for submitting an application is August 31, 2017