

MIDDLE FLINT REGIONAL E9-1-1 AUTHORITY
EXECUTIVE DIRECTOR JOB DESCRIPTION

The Authority may hire an Executive Director, who shall be an agent and employee of the Authority with duties and responsibilities similar to those of a corporate Chief Operating Officer. Any such Executive Director shall have general and active management responsibility for the day to day business and operation of the 9-1-1 Center and in the capacity, subject to the direction, supervision and control of the Authority, and in accordance with policies, schedules, forms and other guidelines formulated, approved and adopted by the Authority.

DUTIES:

- (a) To plan and supervise the promotion, operation and maintenance of the Center and its land, facilities, equipment and services;
- (b) To hire, pay, promote, train, direct, supervise, and discharge employees;
- (c) To participate in negotiation and preparation of and to execute contracts for (i) the hiring of consultants/vendors (ii) the purchase of supplies and materials necessary for the promotion, operation and maintenance of the Authority and its land, facilities, equipment and services, and (iii) the use of the land, facilities, equipment and services of the Authority;
- (d) To approve for payment all bills for supplies and materials necessary for the promotion, operation and maintenance of the Authority and its land, facilities, equipment and services;
- (e) To direct the disbursement of salaries to all employees under his direction, supervision, and control;
- (f) To coordinate operation and maintenance activities with those responsible for the promotion, operation, and maintenance of Authority property.
- (g) To plan and administer the budget for the Authority;
- (h) To conduct himself/herself at all times in his/her capacity as Executive Director in such a way as to effectuate the purposes of the authority and in such a way as to be in the best interest of the Authority;
- (i) To give such notice of meetings of the Directors as shall be directed by whoever is calling the meetings in accordance with the by-laws of the Authority;
- (j) To conduct the general correspondence of the Center and the Authority;
- (k) To work with all Public Safety agencies within the Region coordinating activities with the 9-1-1 Center, promote public 9-1-1 education through public relations activities; and
- (l) To have such other powers and to perform such other duties as may be prescribed by the Authority.

Revised: 09/29/2016