

## **EXECUTIVE DIRECTOR MOBILE COUNTY COMMUNICATIONS DISTRICT**

The Mobile County Communications District (“MCCD”) is accepting resumes for Executive Director.

The Executive Director has the general supervision over the administration and the day-to-day business affairs of MCCD. The Executive Director is charged with carrying out all duties as directed by the Chair of the MCCD Board of Commissioners (the “Board”), subject to approval of the entire Board. The Executive Director serves at the pleasure of the Board as the body tasked with ensuring the superior leadership and administration of MCCD.

The primary duties and responsibilities of the Executive Director are in the areas of Leadership, Operational Planning and Management, Program Planning and Management, Human Resource Planning and Management, Financial Planning and Management, Community Relations and Risk Management.

**Operational Planning and Management:** The Executive Director shall develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the MCCD set by the Board. The Executive Director shall draft policies for the approval of the Board and prepare procedures to implement MCCD policies, review existing policies on an annual basis and recommend changes to the Board as appropriate.

**Program Planning and Management:** The Executive Director shall oversee the planning, implementation and evaluation of the MCCD programs and services, while working to ensure that the programs and services offered by the MCCD contribute to MCCD’s mission and reflect the priorities of the Board.

**Human Resources Planning and Management:** The Executive Director will determine staffing requirements for organizational management, a human resource program for the entire MCCD operation and service delivery. The Executive Director shall implement all human resource policies, procedures and practices including the development of job descriptions for all staff. The Executive Director shall have the authority to hire and terminate all non-executive employees. The Executive Director shall openly communicate with the Board Chairman and Personnel Committee Chair on all significant personnel matters. The Executive Director should ensure that all staff receives an orientation to MCCD and that appropriate training is provided; implement a performance management process for all staff on an ongoing basis; conduct annual performance reviews; discipline staff when necessary using appropriate techniques; and, terminate staff when necessary using appropriate and legally defensible procedures. The Executive Director shall ensure that all prospective and current employees are in compliance with all security and other standards to maintain the necessary level of internal security required of a facility of this nature and sensitivity. The Executive Director shall empower Supervisors to appropriately and professionally manage the personnel and resources for which they are accountable, and periodically meet with Supervisors for departmental updates, and assist Supervisors as required to ensure the highest level of quality and performance. The Executive Director shall always ensure that MCCD maintains a pleasant, fair and positive work environment for all employees and staff

and serve at all times as a positive role model for all personnel through strong work ethic, honesty, integrity and behavior, both on and off duty.

**Financial Planning and Management:** The Executive Director shall work with staff and the Board to prepare a comprehensive annual budget. The Executive Director shall endeavor to follow all laws and statutes when preparing proposals, bid specifications, requests for proposals, and awarding bids. The Executive Director shall not take unilateral action involving a bid without legal review and necessary Board approval. The Executive Director shall ensure that sound bookkeeping and accounting procedures are followed (including, but not limited to, GAAP) and shall administer the funds of MCCD according to the approved budget while maintaining good stewardship of all MCCD resources, finances and other assets. The Executive Director shall provide the Board with comprehensive, regular reports on the revenues and expenditures of the MCCD and assist in financial audits and/or evaluations as required.

**Community Relations:** The Executive Director shall communicate with stakeholders and partner agencies to keep them informed of the work of MCCD on an as-needed basis, and establish relationships and collaborative arrangements as needed. The Executive Director shall always project a professional and positive image of himself/herself in the capacity of Executive Director, as well as MCCD as an organization to partner agencies, vendors, community leaders and the citizens of Mobile County. The Executive Director assist and participate in industry events, meetings and public relations events as they occur.

**Risk Management:** The Executive Director shall effort to identify and evaluate risk to the operation of the MCCD and implement the appropriate measures to control risks. The Executive Director shall monitor both prospective and current employees to ensure all are in compliance with established policies and procedures relative to security or other issues or incidents that may compromise or place MCCD in a position of unnecessary risk. The Executive Director shall work closely with MCCD legal counsel to reduce risk exposure as much as possible.

**Qualifications:** The Executive Director shall either possess a university degree, (a Professional Management Certification or designation is desirable) or have appropriate professional experience in the emergency management communications field. The Executive Director shall have the requisite knowledge of leadership and management principles as they relate to public sector, public safety, public administration, and local government agencies and possess the necessary professional experience in federal, state, and local employment and other laws relative to managing an emergency management communications center. In addition, the Executive Director shall have the requisite knowledge of current community challenges and opportunities relating to the mission of MCCD, including, without limitation, experience in human resource management, financial management and project management. Applicants for Executive Director shall have ten (10) or more years of progressive management experience. The successful candidate must establish and maintain primary residency in Mobile County within six (6) months of hire date and maintain such during tenure as Executive Director.

In addition, the Executive Director must:

- i. be a U.S. citizen or already possess documents to legally work in the United States;
- ii. possess a valid driver's license and must have a clear driving history (ability to be insured). Must be able to obtain NCIC certification within six (6) months of hire;
- iii. pass an SBI/FBI level criminal background check and personal background investigation to include, but not limited to, credit history and education; and
- iv. be able to pass a drug screen, psychological evaluation, and polygraph examination.
- v. Immediately notify the Board Chairman of any personal situation (legal, health, civil or otherwise) that may in any way impair his/her ability to effectively execute required duties or that may impugn or compromise the integrity, performance or reputation of MCCD.

The Executive Director usually works a standard work week but will be subject to work evenings, weekends and other required hours to accommodate activities such as Board meetings, training, public events or emergencies. The Executive Director will have an annual performance review conducted by the Chair of the Board, the Personnel Committee Chair and one additional Board member. Salary range for the Executive Director is \$114,192.00 to \$182,561.60 annually.

Qualified individuals interested in applying for Executive Director must submit an original and two copies of their resume to the MCCD Personnel Committee, Attention: Jeffery J. Hartley, P.O. Box 2767, Mobile, AL 36652. Resumes must be **received** no later than March 29, 2024.

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