**Mariposa County Fire Safe Council**

**Executive Director**

**Job Description**

**Summary:**

The Executive Director is responsible for implementation of policies set for the by the Board of Directors as well as annual goals and objectives, and financial, program, and administrative management of the organization. The Board of Directors provides guidance and direction to the Executive Director.

**Primary Responsibilities:**

* Development and implementation of short and long range plans and policies and other activities.
* Financial management of the organization, including the development and implementation of the annual budget.
* Administration of overall operation of the organization, including: reviewing and evaluation the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.
* Grant administration, contract administration and negotiation, community organization, fiscal and organizational management, marketing and public relations.
* Liaison with other organizations and agencies.
* Providing information, advice, and counsel to the Board of Directors in the creation of policies, programs, and strategic direction of the organization.
* Support of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda and meeting material.
* Other duties may be assigned in line with the mission of the Mariposa County Fire Safe Council.

**Supervisory Responsibilities:**

The Executive Director is responsible for staff supervision. Responsibilities include interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems within the work place.

**Working Conditions:**

Working conditions are normal for an office environment. On certain occasions the Executive Director will work outside.