



Executive Director
Full time Regular Position

This position administers the Utah Lake Commission duties as defined in the Interlocal Cooperation Agreement, bylaws, and Governing Board.

Essential Duties: Coordinate and direct all staff and consultant services as needed for daily operations and as may be provided by the Chair or Governing Board; oversee the development and create strategies for implementation of the Utah Lake Master Plan; recommend to the Governing Board all staff appointments, advancements and other employment policies and act as supervisor of all staff and work that is conducted by the staff; prepare and administer an annual approved work program and budget; create, implement and coordinate projects; maintain the permanent records of the Commission; assist the Technical Committee in recommending standards for improvement, use and development within the Utah Lake Master Plan Study area; make recommendations to the Commission regarding accomplishing the purposes as defined in the Interlocal Cooperation Agreement; review private development proposals and proposed agency actions; prepare applications and tracking for grant requests and other funding mechanisms; act as the Commission Treasurer and perform all financial duties as required; prepare an annual report for the Commission, Legislature and others; direct community outreach and education efforts; work directly with and communicate frequently with various elected and appointed officials and numerous business groups; direct activities of numerous committees and subcommittees; respond to inquiries from the Governing Board, public, citizen groups, and business organizations; update website and social media, and provide content and support for newsletter, periodic new releases, and events; attend meetings and events of organizations that support mutual Utah Lake interests; monitor and research ongoing legislation and rules; and perform all other duties assigned by the Governing Board.

Education and Experience: Bachelor's degree from an accredited college or university in a subject related to the work of the Commission; six (6) years of related work experience; and two (2) years of the six in a supervisory role. Related degrees may include but not be limited to public administration, planning, resource management, business administration, and land conservation. A Master's degree in Public Administration or closely related field is desired.

License: A valid, lawful driver's license is required at the time of appointment. Applicant may be disqualified on the basis of an unacceptable driving record as reflected by the State Department of Motor Vehicles. Applicant will also be required to show proof of insurance. Applicant must be bondable.

Knowledge, Skills, and Abilities: Ability to maintain cooperative working relationships with those contacted in the course of work activities; skill in general office management; skill in word processing, writing of detailed documents, basic accounting, and basic computer programs; knowledge of general local government operations, particularly procedures relating to development, resource management, land use planning and local zoning; and ability to communicate in a concise and effective manner.

Salary: \$68,958 - \$92,674 annually. Salary will generally start at the lower end of the salary range. Position also includes a full benefits package.

Screening: Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. A criminal background check will be conducted on this position.

Physical/Environmental Factors: This work requires regular walking, standing, stooping, occasional lifting, and carrying, pushing and pulling. Work may require exposure to adverse weather conditions including sustained periods outdoors in hot, cold, or inclement weather and prolonged sitting at a desk or computer terminal.

To Apply: Apply online at <http://utahlake.gov/> before the closing date of Friday, February 27, 2015.