

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
95 Rowland Way, Novato, CA 94945  
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## **2011 MERA EXECUTIVE OFFICER WORK PLAN** **JANUARY 1, 2011 – DECEMBER 31, 2011**

The Executive Officer will:

- 1) Develop staff reports on administrative matters, operating and capital budgets, policies and financial operations for Finance and Executive Committee review and recommendation for Board action. Pending policies include radio costs, energy conservation and website management.
- 2) Be actively involved in the phased implementation of the MERA Strategic Plan directions by providing administrative and financial input and logistical support for Plan committees and workgroups.
- 3) Continue providing administrative and logistical support to Operations Officer for pending coverage projects.
- 4) Continue updating the MERA website to reflect evolving organizational needs.
- 5) Continue the Executive Officer/member communications plan including periodic attendance and presentations to member agency professional organizations and other Marin County groups such as the Marin County Council of Mayors and Councilmembers (MCCMC) that are interested in MERA's activities.
- 6) Provide annual orientation on MERA for new Board members, alternates member agency elected and appointed officials and other interested persons.
- 7) Perform all other duties as outlined in the Board-approved Executive Officer position description (see attached).

ATTACHMENT: Scope of Services MERA-RGS Executive Officer Contract of 12/5/07