

MARIN EMERGENCY RADIO AUTHORITY

c/o Town of Corte Madera
300 Tamalpais Drive – Corte Madera, CA 94925
PHONE: (415) 927-5050
www.meraonline.org

Proposed 2020 Executive Officer Work Plan

The Executive Officer will:

- 1) Develop staff reports, policies and recommendations on administrative matters and financial operations including preparation of operating, capital, and debt service budgets for Committee, Executive and Governing Boards' review and action.
- 2) Continue to facilitate completion of remaining Strategic Plan tasks, including coordination and supervision of work performed by contract staff and consultants. This includes: ongoing implementation of the Next Gen System Project, Project Budget development, existing Next Gen sites lease negotiations and finalization, expansion of member and public outreach on Project progress, development of new partnerships and strengthening communications between MERA Board and Committee members, and member and non-member agencies.
- 3) Facilitate and input on revision of MERA's Organization Chart and reporting relationships, including third party analyses and recommendations.
- 4) Provide administrative and financial analyses and logistical support to the Operations Officer on current System operations and Next Gen System implementation.
- 5) Maintain and enhance meraonline.org to best inform about current organization operations and activities, status of the Next Gen System Project and other special MERA projects.
- 6) Provide information to member agencies, County professional organizations, media, and other Marin County groups on current MERA operations and Next Gen System implementation.
- 7) Provide orientations on MERA with Deputy Executive Officer – Next Gen Project for new Executive Board and Governing Board Members and Alternates, member agency elected and appointed officials and other interested persons.
- 8) Perform all other duties as outlined in the Executive Officer Scope of Services or as directed by the MERA Executive and/or Governing Boards.