



## **Executive Director**

### **JOB DESCRIPTION:**

Under the general direction of the Executive Board, the Executive Director serves as the association's chief executive officer to plan, organize, direct and control the activities, operations and business of the Association; to work closely with the Executive Board to promote and implement organizational goals and objectives while maximizing the collective strength of the organization; to represent and be a spokesperson for the Association; responsibility for preparing and monitoring the annual budget; to develop and implement membership goals and policies; to work closely with various committee chairs to further the objectives of the Association as defined by the Executive Board; oversee the training, education and publications of the Association; keep abreast of the legislative objectives and work of the legislative liaison; increase the Association's effectiveness by facilitating communications among and between the committees and Executive Board. Has general and active management of the business of the association in accordance with the adopted policies, bylaws, direction and instruction of the officers and Executive Board. More specific duties will include:

- Coordinates with President of the Association in developing meeting agenda and report to the board at its regular meeting.
- Consults regularly with the President and Executive Board regarding significant issues that impact the conditions and operation of the association, and be available for consultation with individual Chiefs and Members as required.
- As directed by the President, serves as a spokesperson for the association.
- Works closely with legislators, state officials, lobbyists and others to promote KACP and its legislative efforts and build alliances.
- Oversees the overall operation of the association, including administrative (budget, finance) and program service functions (publications, conferences and training, legal and legislative, law enforcement and special services to Chiefs and their staffs).
- Maintains and oversees the implementation of the strategic plan and provides periodic reporting to the Executive Board
- In consultation with the President, coordinate appointment of Chiefs to various statewide committees.
- Oversees KACP involvement with agencies, commissions or associations of national, state and local governments in order to represent the interests of Chiefs of Police.

- Oversees all agreement contracts and other business related contracts in consultation with the President and Executive Board.
- Oversees all programs related to the Kentucky Association of Chiefs of Police including the Highway Safety LEL Grant program.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains customer confidence and protects operations by keeping information confidential.
- Other duties as assigned by the President or Executive Board.
- Develops, plans and implements membership goals, objectives and policies.
- Works closely and communicates often with the Executive Board to coordinate the program goals of the Association.
- Anticipates, advises and responds to the KACP Executive Board on legislative, membership and education/training issues.
- Meets with various government officials, other Association Directors and interest groups to further the goals of the Association.
- Acts as liaison to local and national law enforcement agencies, other associations, the media and governmental agencies.
- Monitors budget preparation, expenditures and revenues throughout the year.
- Recommends and develops regional training programs for the KACP.
- Develops and implements policies and procedures to keep membership advised of Association activities.
- Oversees planning of KACP meetings, conferences and workshops; attend these meetings for the purpose of determining the needs of individual and collective police agencies.
- Supervises the publication of Association periodicals and written communications.
- Manages and facilitates the ordering and processing of the KACP testing material available for purchase.
- Identifies and coordinates available resources to further the operations and goals of KACP.
- Identifies and uses appropriate technology to disseminate information.
- Under the direction of the Executive Board and in consultation with legal counsel, enters into contracts and partnerships on behalf of the organization.
- Develops policies and procedures to ensure compliance with local, state and federal laws.
- Recommends and implements the financial directives of the Executive Board.
- Manages the day-to-day expenditure of funds and revenue receipts in conjunction with the KACP Treasurer.
- Serves as a liaison between the Association and state agencies, other related organizations and associations.
- Monitors activity and legislation related to law enforcement and report the same to the Executive Board.
- Recommends necessary action on issues to the Executive Board.
- Coordinate the activities of the Association Accreditation program in conjunction with the KACP Accreditation Manger.

- Develops sources of funding and sponsorships for the Association.
- Be one of the executive officers authorized to sign checks and be granted access to the Association's bank, credit, and Quick Book accounts.

## **SUPERVISION RECEIVED AND EXERCISED**

The Executive Director reports directly to the Executive Board and receives policy direction from the Board of Directors; the Executive Director serves at the pleasure of the Executive Board

## **DESIRABLE QUALIFICATIONS**

Knowledge of:

Management principles and practices including fiscal planning and control;  
 Personnel management principles and practices  
 Structure of local government and the legislative process in the state of Kentucky

Ability to:

Plan, assign and direct the work of staff to meet program goals;  
 Communicate clearly and effectively, orally and in writing;  
 Select, supervise, train and evaluate staff;  
 Prepare and monitor budget;  
 Effectively represent the Association to diverse individuals and groups;  
 Further the collective needs of the Association while addressing individual member needs;  
 Keep the Board of Directors advised of all relevant developments.

## **AT A MINIMUM THE SUCCESSFUL CANDIDATE WILL HAVE:**

- Demonstrated the ability to work with managers, administrators and issues experts.
- Demonstrated the ability to work with Legislature offices and lobbyists.
- Demonstrated ability to clearly and accurately summarize the work of diverse committees and work groups into deliverable products.
- Excellent oral and written communication skills.
- A comprehensive knowledge of budgets, budget planning and accounting principles.
- Excellent project management and planning skills.
- An appreciation of current computer technology and its role in association management.
- Demonstrated the ability to work with others in a cooperative and positive manner.
- Demonstrated the ability to persuade others to a point of view.
- Demonstrated the ability to make sound decisions,
- Demonstrated the ability to manage others in a positive and goal-oriented manner, and
- A high level of integrity supported by sound ethics.
- The background to obtain a surety bond.

## **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES INCLUDE:**

- A working knowledge of law enforcement and the law enforcement culture.
- A working knowledge of local and state government as it relates to cities and police agencies.
- A working knowledge of the legislative process.
- A working knowledge of recent legal and fiscal developments related to law enforcement.
- A working knowledge of association law.
- Ability to work with an Executive Board that changes frequently.
- A working knowledge of Microsoft Office software.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would provide the required knowledge and abilities would be qualifying. It is anticipated that the successful candidate would have the following experience and education:

College degree preferred

And

At least three years of experience in a criminal justice agency at an executive level performing sophisticated advocacy, association management and consensus building among large groups with diverse interests.

Or

Any combination of documented experience or education that provides evidence of the required skills, knowledge or experience requirements listed above.

Or

A minimum of 5 years working in the Legislative / Political environment at the state level.

## **SALARY AND BENEFITS:**

Salary negotiable and commensurate with experience

## **THE SELECTION PROCESS:**

- **Resume's must be emailed along with a statement of desire and received by the Search Committee Chair's office no later than NOVEMBER 16, 2018 via email: [KYChiefsAssociation@gmail.com](mailto:KYChiefsAssociation@gmail.com)**
- Those applicants who meet the minimum qualifications may receive a request for further information, to be returned to the Search Committee by a stated date.
- Those persons presenting the best job-related qualifications will be invited to an interview.
- The final candidates for the Executive Director position will be required to undergo a reference and background check.
- Preferred start date for the successful candidate is on or about December 1, 2018.