

*DRAFT FORM LETTER TO POSSIBLE CANDIDATES
PERMANENT MGSA
EXECUTIVE DIRECTOR POSITION*

MARIN GENERAL SERVICES AUTHORITY

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Dear _____:

The Marin General Services Authority, a JPA comprised of Marin cities and the county, is recruiting an Executive Director. MGSA currently is headed by an Interim and the JPA Board of Directors hopes to have a permanent candidate in place by the end of the year. This letter is sent to invite you to consider applying for the position.

The Organization

MGSA operates several inter-jurisdictional programs, including:

- Lead agency on the Wireless Marin program
- Ownership of the streetlights
- Operation of the Abandoned Vehicle Abatement Program
- Operation of the Taxicab Regulation Program
- Budgetary reviewing agency for the countywide storm water runoff program
- Fiscal agent for the countywide Mediation Program

In addition, the countywide GIS system, MarinMap, is being transferred to MGSA.

Challenges

The most significant challenge MGSA faces is the completion of the Wireless Marin Project, a plan to provide wireless Internet communication to homes and businesses throughout the county. The Project has completed a Needs Assessment, which was positive, and has been meeting with vendors to discuss technological options for a countywide system that provides ubiquitous service. The next step may be a pilot project.

Wireless Marin is guided by an Advisory Committee comprised of two representatives each from: MGSA, the Marin Emergency Radio Authority (MERA; another JPA), the Marin Telecommunications Authority (MTA; a third JPA) and the Oversight Committee, a delegation of the Marin County Mayors and Council members' Association, responsible for communication among the three JPA's and the elected officials throughout the county.

Another significant project will be the transition of MarinMap to MGSA. It currently resides with MTA, which is focusing more closely on telecommunications.

The Position

MGSA has been restructured during the last year to provide all services through contracts and has no employees. The intent is for the Executive Director to serve as the executive officer with limited involvement in direct service provision. It should be noted that new programs likely would require a more hands-on approach. Wireless Marin is in this category at this point.

Existing contracts include:

- Wireless Marin (with a private consultant)
- Streetlights (with an electrical construction firm)
- Taxicab Regulation (with a private contractor)
- Abandoned Vehicles (with a private contractor)
- MarinMap (in negotiations with the City of Mill Valley)
- Financial services (County Auditor/Controller)
- Administrative support and office (County ITS)
- Legal (private attorney)

One of the prime responsibilities of the Executive Director is to monitor, oversee and evaluate these contracts, renegotiating them as they expire. Most are on three-year cycles with annual cost adjustments.

Under the direction of the Board of Directors, the Executive Director will perform the full duties of a chief executive officer, including:

1. Manage the everyday activities of MGSA, performing the duties normally the responsibility of an executive officer
2. Staff the Board of Directors (six regular meetings per year), providing agendas and staff reports, anticipating issues as they evolve and recommending action
3. Monitor, oversee and evaluate all service contracts, renegotiating them as they expire
4. Coordinate with the General Counsel and others on the various issues related to MGSA
5. Work closely with other agencies, in particular with MERA and MTA
6. Prepare, recommend and administer MGSA's annual budget; coordinate the annual audit
7. Stay current with legal and programmatic changes that will affect MGSA programs
8. Assemble and deliver to the County appropriate records and files for the public record archives
9. Represent the MGSA Board in dealings with media, member agencies, other governmental agencies and residents
10. Ensure that all Fair Political Practices Commission filings are made
11. Other duties as assigned or required

Workload, Compensation

The anticipated workload is 20 hours per week, allowing for some weeks being far more and others less. The Board is interested in negotiating a flat monthly fee, based on that anticipated workload and keyed to comparable salaries in Marin County. The figure is negotiable, depending on experience. The figure will include benefits and they will not be provided by MGSA. If the selected candidate desires, MGSA can work out a benefit package through member agencies or other public entities. Membership in the PERS retirement system is possible, though not necessary.

The position is at-will.

More Information

There is a bit more information at <http://maringsa.org/>, but please note the webpage is “under construction” and contains information about only one program, the Wireless Marin Project.

I hope you find this opportunity interesting and, if so, please feel free to contact me. If you are interested, please send a resume, with a cover letter describing your experience and other factors that make you a good match for MGSA.

Sincerely,

Michael Garvey
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