

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: July 5, 2007
TO: MGSA Board of Directors
FROM: Michael Garvey, Interim Executive Director
SUBJECT: AGENDA ITEM B-1: DUTIES OF THE PERMANENT EXECUTIVE DIRECTOR

The first step in the recruitment of the permanent Executive Director for the JPA is the definition of duties this person will perform.

The following is a draft of the duties I suggest be listed in the contract for service once the candidate is selected:

Provide Executive Director services including:

1. Prepare Board agendas, meeting minutes and staff reports on recommended actions.
2. Coordinate with the General Counsel on the various issues related to management of MGSA.
3. Prepare, recommend and administer MGSA's annual budget.
4. Prepare and administer contracts issued by MGSA.
5. Authorize MGSA invoices for payment.
6. Assemble and deliver to the County appropriate records and files for the public record archives.
7. Represent the Board in dealings with media, member agencies, other governmental agencies, citizens, and the Grand Jury.
8. Coordinate legal actions initiated on behalf of MGSA or filed against MGSA.
9. Coordinate annual audit.
10. Monitor member payments to ensure receipt of all funding.
11. Represent MGSA in negotiations with potential occupants with MGSA's facilities.
12. Oversee MGSA's streetlights program.
13. Oversee MGSA's Abandoned Vehicle Abatement Program.
14. Oversee MGSA's Taxicab Regulation Program.
15. Oversee MGSA's Wireless program.
16. Oversee the transition of MarinMap to MGSA.
17. Oversee MGSA's MarinMap Program.

I would appreciate hearing any improvements the Board might suggest.