

Marin General Services Agency Executive Director Work Program

General Duties:

- Provide general management oversight to the GSA
- Draft, present and monitor the annual budget to the Board
- Maintain the GSA website with current and relevant information on GSA activities and programs
- Represent GSA interests as necessary in the coordination of services and programs with other agencies
- Lead and assist with intergovernmental coordination to facilitate GSA goals and objectives (e.g. MERA, MTA, County of Marin) Supervise GSA contract and support staff
- Draft and prepare timely meeting agendas, including periodic reports for the various GSA programs
- Oversee general office operations including accounts receivable and payable

Specifically, by December 31, 2008,

Street Light Program

- Coordinate the timely removal of the MetriCom devices from GSA street lights and invoice appropriate agencies for removal costs
- Provide the GSA Board with an assessment of the potential impacts and alternatives for the Street Light Program if the proposed Community Choice Aggregation (CCA) solution is pursued
- Monitor and ensure the proper operation of street lights; coordinate repairs, as necessary
- Provide regular updates on the programmatic status to GSA Board members

Taxi Cab Regulation

- Successfully complete implementation of the program in accordance with the adopted countywide ordinances and other regulatory requirements.
- Identify and retain a contract provider for the program. Monitor and measure the success of the program and ensure accountability
- Provide regular updates to GSA Board members inclusive of programmatic milestones, data, and enforcement information.

Abandoned Vehicle Abatement

- Monitor and measure success of the program and ensure accountability

- Identify and retain a contract provider for the program Provide regular updates to GSA Board members

Marin Climate Energy Partnership (MCEP)

- Coordinate the transfer of the BAAQMD grant from Novato to the GSA
- Review grant terms for GSA compliance
- Invoice members as necessary
- Coordinate the recruitment and retention of a program manager
- Establish program and identify resources and opportunities

Wireless Marin

- Gain a greater understanding of the overall program and its objectives
- Discuss the policy implications of various options and alternatives with the GSA Board
- Identify funding strategies and coordinate community outreach, as necessary
- Provide an update on the proposed pilot effort and, if authorized monitor progress towards its implementation
- Provide an update to the elected officials (e.g., MCCMC and/or MTA) once the RFP process has been completed.
- Represent the interests of the GSA in interagency meetings on the project
- Provide regular updates to GSA Board members

MarinMap

- Gain a greater understanding of the overall program and its objectives
- Discuss policy implications with the GSA Board
- Explore mechanisms to enhance member participation in MarinMap meetings
- Provide oversight to the contract manager on the MarinMap work plan
- Explore expansion opportunities
- Provide regular updates to GSA Board members

Mediation Services

- Process costs on behalf of its members
- Provide regular updates to GSA Board members

Animal Control Services

- Explore opportunities to transfer the Animal Control agreement between the County and the Humane Society and the Agency