

G.B. 12/9/15 Agenda Item A-4b

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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PROPOSED 2016 MERA EXECUTIVE OFFICER
WORK PLAN

The Executive Officer will:

- 1) Develop staff reports, policies and recommendations on administrative matters and financial operations including the preparation of operating, capital and debt service budgets for Committee and Executive and Governing Boards' review and action.
- 2) Facilitate completion of remaining Strategic Plan tasks assigned to the Project Oversight and Finance Committees, including supervision of work performed by contract staff and consultants. This includes administrative tasks, financing structure implementation, non-member users and new members research and formalization and analyses of existing tower sites leases for the Next Gen System.
- 3) Provide administrative and financial analyses and logistical support to the Operations Officer on current system operations and Next Gen System implementation.
- 4) Maintain meraonline.org to reflect current organization operations and activities and provide information on Next Gen System and other special projects.
- 5) Provide information to member agencies, County professional organizations, the media and other Marin County groups on current MERA operations and Next Gen System implementation.
- 6) Provide periodic orientations on MERA with the Operations Officer for Executive Board and Governing Board Members and Alternates, member agency elected and appointed officials and other interested persons.
- 7) Develop a MERA staff support succession plan and transition options for Committee and Executive and Governing Board action.
- 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.