

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660
WWW.MERAONLINE.ORG

PROPOSED: CY13

E.B. 11/14/12

ITEM B-1D

2013 MERA EXECUTIVE OFFICER WORK PLAN **JANUARY 1, 2013 – DECEMBER 31, 2013**

The Executive Officer will:

- 1) Develop staff reports and policies on administrative matters and financial operations, and operating and capital budgets for Finance, Executive and Governing Boards' review and action.
- 2) Facilitate completion of Strategic Plan tasks assigned to the Finance Committee and Outreach Subcommittee, including providing support for individual and Joint Committee meetings and work performed by related consultants and contract staff. Tasks include implementation of an Outreach Plan, finalization of technology plan and completion of a funding plan and financing structure.
- 3) Continue providing administrative and financial analyses and logistical support to the Operations Officer for MERA operations projects and Strategic Plan tasks associated with replacement technology.
- 4) Continue updating the MERA website to reflect current organizational operations and activities.
- 5) Continue the Executive Officer/Member communications plan including presentations to member agencies, County professional organizations and other Marin County groups consistent with the implementation of the MERA Outreach Plan.
- 6) Provide semi-annual orientation on MERA for Governing and Executive Board Members, Alternates, member agency elected and appointed officials, and other interested persons.
- 7) Perform all other duties as outlined in the Executive Officer Scope of Services (see attached).

ATTACHMENT: Proposed Scope of Services MERA-RGS Executive Officer Contract – Draft 11/14/12