

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
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WWW.MERAONLINE.ORG

E.B. 11/13/13 AGENDA ITEM B-1D

PROPOSED **2014 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 work performed by contract staff and consultants. This includes Outreach Plan implementation and finalization of technology and funding plans, and the financing structure for the Next Gen System.
- 3) Continue providing administrative and financial analyses and logistical support to the Operations Officer on current system operations and replacement system implementation.
- 4) Continue updating meraonline.org to reflect current organization operations and activities and information on Next Gen System and other special projects.
- 5) Continue providing MERA-related information to member agencies, County professional organizations, the media, and other Marin County groups consistent with the MERA Outreach Plan and the general needs of the Authority.
- 6) Provide periodic orientations on MERA with the Operations Officer 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 or as directed by the MERA Executive and/or Governing Boards.