

G.B. 12/9/20 Agenda Item B-3b
MARIN EMERGENCY RADIO AUTHORITY

c/o Town of Corte Madera
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Proposed 2021 Executive Officer Work Plan

The Executive Officer will:

- 1) Develop/input on staff reports, policies and recommendations on administrative matters and financial operations including preparation of operating, capital and Measure A NGP budgets, reinvestment of 2016 Bond Proceeds options and NGP Cash Flow Schedules/Updates for Finance Committee, Executive and Governing Board review and action.
- 2) Continue to facilitate completion of remaining Strategic Plan tasks, including coordination and supervision of work performed by contract staff and consultants. These tasks include: ongoing implementation of the Next Gen System Project, finalization of Next Gen sites leases/licenses, expansion of member and public outreach on Project progress and construction, development of new partnerships and strengthening communications between MERA Board and Committee members and non-member agencies.
- 3) Facilitate finalization of new MERA Administrative Organization Chart and reporting relationships.
- 4) Provide administrative and financial analyses and logistical support to the Operations Officer on current System operations and Next Gen System implementation.
- 5) Maintain and enhance meraonline.org to best inform about current organization operations and activities, status of the Next Gen System Project and other special MERA projects, along with finalization of Records Imaging Project and NGP Construction Documents storage for secure remote access.
- 6) Provide information to member agencies, County professional organizations, media, and other Marin County groups on current MERA operations and Next Gen System implementation.
- 7) Provide orientations on MERA with Deputy Executive Officer – Next Gen Project for new Executive Board and Governing Board Members and Alternates, member agency elected and appointed officials and other interested persons.
- 8) Perform all other duties as outlined in the Executive Officer Scope of Services or as directed by MERA Executive and/or Governing Boards.