


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS EXECUTIVE DIRECTOR REQUIREMENTS	Policy # B-703	Effective Date: <i>February 28, 2013</i>
	Signature 	Date of Last Review

POLICY:

1. Initiate, administer and supervise all activities, functions, operations and programs of the District;
2. Supervise the construction, maintenance, and upkeep of any facilities and equipment owned, operated or maintained by the District.
3. Recommend to the Board the acquisition of new, or sale of used, equipment and facilities;
4. Enforce all policies, resolutions and ordinances adopted by the Board.
5. Keep and maintain proper fiscal records for the District; including monthly financial accounting reports to be reviewed by the Board.
6. Hire and, when necessary, fire, promote, and demote all personnel necessary to carry out the business of the District subject to the limitations of ORS 267.010 to 267.390 and the rules of the Board.
7. Development of position descriptions for each position reporting to the Executive Director based on the role of the position rather than the individual in the position;
 - a. Responsible for periodic review of position descriptions to ensure their compatibility with the management structure and operation of the District.
8. Maintain interagency agreements as to allow appropriate exchange or utilization of interagency resources, thereby maximizing efficiencies.
9. Keep the Board advised as to the needs of the District.
10. Devote the entire working time of the Executive Director to the business of the District;
11. Act as the Clerk of the Board as listed in Board Duties and Responsibilities-Policy B-304.
12. Perform such other duties as the Board requires by resolution.
13. Attend all meetings of the Board and may participate in deliberations, but may not vote.