

Executive Director

DEFINITION

The Executive Director is the management leader of the Massachusetts Association of Assessing Officers, Inc. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. This position is appointed annually by the Executive Board and reports to the President of the Association.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Oversee operations of the Association

- Responsible for the oversight of all business of the Association at the direction of the Executive Board, such as contracts, deeds and other legal documents;
- Supervise office staff;
- Manage office equipment and services;
- Oversee database administration as well as other electronic media in performance of daily administration of the office; and,
- Perform other administrative duties as necessary.

Manage Association's Administrative Operations

- Schedule and provide logistical support for Executive Board Meetings;
- Generate board meeting notices, minutes and agendas;
- Keep the membership roll, provide a voting list to President and Nominating Committee;
- Keep a record of all meetings of the Association and the Executive Board; and,
- Act as liaison with the contracted Legislative Agent, as necessary.

Manage Association's Financial Operations

- Required to give bond with sureties as determined by Executive Board (Bond costs to be borne by the Association);
- Collect all funds of the Association and keep account of same;
- Deposit all funds in the corresponding financial institution;
- Review and approve invoices for payment;
- Prepare annual budget and monthly budget reports for review and approval by Executive Board;
- Review and approve state and federal quarterly and annual payroll reports (if required)
- Oversee annual federal and state tax filings as well as other necessary state filings; and,
- Engage and oversee the professional services for annual audit.

Manage Association's Committee Activities

- Serve as staff to all of the Association's Committees;
- Schedule and provide logistical support for committee meetings;
- Arrange and engage in services for all meetings, workshops and conferences on behalf of the Association; and,
- Research and draft proposals as required.

Manage Association's Communication with Members

- Communicate with the membership regarding Association activity as well state-wide policies and guidelines and legislation that impact the responsibilities and duties of the assessing profession;
- Provides members their results of any educational program testing;
- Communicate with members as to their MAAO Professional Designation certification and/or re-certification status;
- Produce a quarterly newsletter that is disseminated to the membership electronically;
- Review and reply to letters, faxes, e-mails and phone calls

SUPERVISION RECEIVED

Under the direction of the MAAO Executive Board, the incumbent works from policies, goals, and objectives; establishes short-range plans and objectives, performance standards and assumes direct accountability for the results; consults with the President only where clarification, interpretation, or exception to policy may be required. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means necessary to resolve conflicts.

SUPERVISION EXERCISED

The incumbent is accountable for the direction and success of programs accomplished through others. The incumbent delegates authority to subordinates and holds them responsible for the performance of their work; reviews work in terms of accomplishment of program objectives, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

ACCOUNTABILITY

Duties include overall responsibility for administration of the organization. Including, but not limited to technical processes, service delivery, and contribution to organizational plans, including objectives and fiscal responsibility for the organization including buildings, equipment and staffing utilization.

JUDGMENT

The incumbent is recognized as the organizations authority in interpreting applicable guidelines, in determining how they should be applied, and in developing operating policies. Sound judgment and ingenuity are required to avoid consequences of errors, missed deadlines or poor judgment that could jeopardize the organizations operations or have financial and legal repercussions. Poor judgment could have a continuing adverse effect.

COMPLEXITY

The work consists of extensive managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for the organization.

NATURE AND PURPOSE OF CONTACTS

The incumbent must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Relationships are with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance. As well, the incumbent has interaction with

local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest.

CONFIDENTIALITY

The employee has access to confidential information on a large scale, which may include personnel files, litigation, and disciplinary records.

EDUCATION AND EXPERIENCE

Education:

- Bachelor's degree or equivalent or any equivalent combination of education and related experience.

Years of experience:

- Five to Seven years of related experience

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

- Experience with QuickBooks, Microsoft Office skills, and basic understanding of database software maintenance.
- Solid, hands-on budget management skills, including budget preparations, analysis, decision-making and reporting;
- Strong written and oral communication skills;
- Knowledge of general municipal practices; and,
- Knowledge of legislative process.

Ability:

- Ability to interface and engage diverse volunteers;
- Ability to establish priorities, work independently and proceed with objective without supervision, and,
- Ability to handle and resolve recurring problems.

Skills:

- Skills to use personal computer and various software packages;
- Skills to collaborate with and motivate board members and other volunteers; and,
- Strong public speaking abilities;

WORK ENVIRONMENT

Primarily the work is performed in an office environment with off-site meeting, conference and other Association related events. Noise or physical surroundings may be distracting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes as well as use of office equipment, including but not limited to personal computer and other technology.