



## **MINNESOTA INTER-COUNTY ASSOCIATION EXECUTIVE DIRECTOR - POSITION DESCRIPTION**

### **GENERAL DESCRIPTION:**

Under the policy direction of the Board of Directors, oversee and manage the staff, contracts and affairs of the Association and lead identification, discussion, examination, and resolution of public policy issues vital to the Association. Provide strategic leadership of and orchestrate the Association's lobbying efforts of the membership and staff while functioning as lead lobbyist.

### **DUTIES AND RESPONSIBILITIES (Illustrative Only):**

1. Identify and research issues of vital interest to the membership; coordinate the discussion and examination of these issues through meetings, forums, staff committees and other means. Lead development and approval of the Associations' position on legislative and public policy issues in Minnesota.
2. Coordinate and direct inter-county cooperative lobbying efforts on issues of interest to the membership. Develop and maintain productive relationships with legislators, Governor's office, relevant executive agencies, staff and partners.
  - Facilitate development of uniform legislative policies.
  - Maintain personal contact with legislative officials.
  - Serve as spokesperson and representative of the organization in appearances before legislative committees and other governmental bodies.
3. Monitor and analyze MICA programs, policies, and legislative strategies. Prepare reports for the membership, including regular updates during the legislative session and post-session briefings.
4. Maintain liaison with other professional associations.
5. Recruit, hire, manage and supervise MICA's staff and lobbying contracts in the performance of their duties.
6. Develop and present the operating budget to the MICA Board, manage the budget and Association property, and prepare appropriate reports for the Board of Directors.
7. Search out and present to the MICA Board of Directors opportunities for joint operational enterprises, and new members as appropriate. Generally facilitate the brand, value-proposition, and going concern of the Association for its members.



#### **KNOWLEDGE/ABILITIES/SKILLS:**

- Knowledge of the principles and practices of government programs at the county, state and federal levels.
- Knowledge of the legislative process.
- Knowledge of public finance and budgetary principles and practices.
- Knowledge of effective communication and management techniques.
- Ability to establish effective working relationships with government, community, and elective leaders and groups.
- Ability to analyze and interpret legislative and program proposals that concern county government and propose courses of action.
- Ability to think and act strategically toward achieving the Association's legislative and organizational priorities.
- Ability to coordinate and provide leadership to functional committees composed of member counties' staff.
- Ability to provide leadership and to enlist cooperation in furthering the Association's goals.
- Ability to direct the work of MICA staff.
- Skill in communicating effectively.
- Skill in planning and coordinating the efforts of multiple county proposals and interests.
- Skill in developing relationships with elected and appointed officials and other individuals representing governmental organizations and associations.
- Ability to manage databases for membership and legislator communications and for financial analysis
- Ability to access and analyze state and local budget and tax data
- Ability to present information via numerous mediums including PowerPoints and via the Association's Web site

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in Public Administration (Master's degree preferred), a related field, or equivalent experience, with five to ten years of progressively increasing experience in a lobbying, financial analysis or administrative or leadership position with a governmental organization or government-related association.