

# **MARIN GENERAL SERVICES AUTHORITY**

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**The Marin General Services Authority, a JPA comprised of Marin Cities/Towns, two CSD's and the County, is recruiting an Executive Officer.**

## **The Organization**

MGSA operates several inter-jurisdictional programs, including:

- Ownership of the streetlights
- Operation of the Abandoned Vehicle Abatement Program
- Operation of the Taxicab Regulation Program
- Budgetary reviewing agency for the countywide storm water runoff program
- Fiscal agent for the countywide Mediation Program
- Oversight of MarinMap, the County-wide GIS system
- Fiscal Agent for Marin Climate and Energy Partnership

## **The Position**

MGSA provides all services through contracts and has no employees. One of the prime responsibilities of the Executive Officer is to negotiate, monitor, and evaluate contracted providers of each program.

The workload is 20-hours per week with a varied schedule. Compensation is a flat monthly fee, keyed to comparable salaries in Marin County. Benefits are available. The position is at-will. Assistance in the office is provided by an Administrative Analyst whose services are shared (30% to MGSA) with another JPA (MTA). The By-Laws of the organization require that the position be re-solicited every 4 years.

Under the direction of the Board of Directors, the Executive Officer will perform the full duties of an executive officer, including:

1. Manage the everyday activities of MGSA.
2. Staff the Board of Directors (six regular meetings per year) and prepare meeting agenda packets.
3. Monitor, oversee and evaluate all service contracts, renegotiating them as they expire.
4. Coordinate with other Agencies, General Counsel on issues related to MGSA.
5. Prepare and administer MGSA's annual budget; coordinate the annual audit.
6. Stay current with legal and programmatic changes affecting MGSA programs.
7. Represent the MGSA Board in dealings with media, member agencies, other governmental agencies and residents.