

MICHIGAN TOWNSHIPS ASSOCIATION
JOB DESCRIPTION

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

SUPERVISES: Department Directors, Administrative Officers, Team Leaders, and Legislative Liaisons

JOB SUMMARY:

Under the general direction of the Board of Directors, serves as the association's chief executive officer. Assists the board of directors in formulating the organization's mission, goals, objectives and related policies and is responsible for their implementation. Has general and active management of the business of the association in accordance with the adopted policies, direction and instruction of the board of directors, executive committee or the duly authorized representative of either.

PRIMARY DUTIES & RESPONSIBILITIES:

- 1.Serves as a legislative agent of the association. In the absence of specific instructions from the board of directors, shall be guided in legislative activities by the general program adopted in the resolutions of the assembled delegates to the annual meeting.
2. Establishes the association's organizational and staff structure.
- 3.Assists the board president in developing the board of directors' meeting agenda.
- 4.Reports to the board at its regular meeting and at other times on association activities.
- 5.Monitors operations for compliance with board policy.
- 6.Serves as a spokesperson for the organization.
7. Oversees the overall administration of the Association including services, financial resources, personnel and property.
8. Directs and manages MTA staff including interviewing, selecting, training, assigning tasks, evaluating work performance and terminations.
9. Serves as MTA's primary representative on various boards and committees at the state and national level including the National Association of Towns and Townships.
10. Works closely with legislators, state officials and others to promote MTA legislative efforts and build alliances.
11. Responds to requests for information and assistance from MTA membership and others.

12. Executes and administers all contracts as authorized by the Board. Acts as agent for MTA in all legal and court matters.
13. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of a bachelor's degree in political science and/or public administration.
2. Seven to ten years experience in local government and related activities.
3. Registered Lobbyist in the State of Michigan.
4. Comprehensive up-to-date knowledge and understanding of the practices and operations of township government, current township law, and implementation of statutory and case law applicable to townships.
5. Demonstrated management skills necessary to direct the MTA to meet goals that contribute to the overall success of the MTA.
6. Interpersonal and communication skills necessary to represent MTA and make effective formal presentations before other associations and a variety of state, federal and local officials.
7. Analytical ability to develop long-range plans including goals, objectives and various strategies.
8. Effective written skills to prepare internal correspondences and write articles and position papers.

WORKING CONDITIONS:

1. General office environment with little discomfort due to heat, dust, noise and the like.
2. Extensive travel both within and outside of the State of Michigan. Overnight stay may be required.
3. Frequent evening meetings.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

FLSA EXEMPT (Managerial)
Pay Grade 11

July 1, 2001

Michigan Townships Association Executive Director Evaluation

Purpose of Evaluation:

A systematic evaluation system is essential for holding the Executive Director accountable for operations and task accomplishment. It clarifies and communicates the Board of Director's expectations and priorities. The evaluation identifies board expectations that are not being met so that work plans, activities and Executive Director attributes can be adjusted accordingly.

Responsibilities:

President: Oversees the integrity of the evaluation process for compliance with board policy. Briefs the Board of Directors on results of the evaluation when completed.

Executive Committee: Solicits input from Board of Directors; develops a consensus on Executive Director performance against pre-established criteria.

Executive Director: Provides information as requested by the Executive Committee to evaluate compliance with policies and accomplishment of assigned tasks.

Prior to the Board Meeting in: **June**– Executive Director compiles and Executive Committee reviews, modifies and approves the evaluation instrument.

July– Executive Director provides to the Executive Committee members a written report on the status of board-directed tasks and directives and compliance with board policies.

Prior to the Board Meeting in: **August**–Executive Committee members discuss with the Executive Director their perceptions of Executive Director performance against predetermined criteria contained in the evaluation instrument. Each committee member offers comments and observations. The president engages committee members in developing a consensus on the Executive Director's performance against the evaluation criteria. In regards to areas where there is a consensus that there is a need for performance improvement, the Executive Committee shall develop clear and explicit statements as to expectations and a method to monitor progress toward meeting performance expectations. The Executive Director shall participate in the discussion. The President shall record the content of the discussions.

Prior to the Board Meeting in: **October**–the President shall review with the Executive Director a draft of the Executive Committee's evaluation and shall discuss it with the Executive Director, who may offer suggestions and clarifications to ensure completeness and accuracy. The Executive Committee shall review, modify and approve the President's draft.

At the October Board of Directors meeting, the President shall present the evaluation to the Board of Directors. The evaluation shall be received and filed.

Prior to the Board Meeting in: **December**–the evaluation instrument is reviewed by the Executive Committee and modifications are made as needed to update the evaluation criteria or improve the format.

**Executive Director Evaluation
Michigan Townships Association**

Rate the Executive Director Responsibilities and Attributes on a scale of 1 to 5 as follows:

1=Excellent 2=Very Good 3=Acceptable 4=Needs Improvement 5=Not Acceptable

EVALUATION CRITERIA

1. Executive Director Responsibilities

Has the Executive Director:

ASSISTED THE BOARD in formulating missions, goals, objectives and policies?

Rating: _____

Comments: _____

INFORMED THE BOARD of matters important to the organization and membership?

Rating: _____

Comments: _____

IMPLEMENTED MTA's mission, goals, objective and related policies?

Rating: _____

Comments: _____

PROFESSIONALLY and appropriately represented MTA in public/other agencies?

Rating: _____

Comments: _____

PURSUED a legislative agenda in line with Board and members' policy platform?

Rating: _____

Comments: _____

ADMINISTERED MTA services, resources, and property in a manner consistent with laws, policies, and budget restraints?

Rating: _____

Comments: _____

DEVELOPED a staff structure that delivers quality programs/services?

Rating: _____

Comments: _____

COMMUNICATED effectively to the MTA membership on matters of interest and importance?

Rating: _____

Comments: _____

ASSISTED the President in agenda preparation in line with governance responsibilities?

Rating: _____

Comments: _____

EXECUTED and administered contracts and legal matters in a manner consistent with policy?

Rating: _____

Comments: _____

**Executive Director Evaluation
Michigan Townships Association**

2. Executive Director Attributes

Has the Executive Director demonstrated the following personal attributes consistent with Board expectations?

KNOWLEDGE OF THE JOB

Rating: _____
Comments: _____

LEADERSHIP

Rating: _____
Comments: _____

QUALITY OF WORK

Rating: _____
Comments: _____

PRODUCTIVITY

Rating: _____
Comments: _____

ATTITUDE

Rating: _____
Comments: _____

FISCAL STEWARDSHIP

Rating: _____
Comments: _____

BOARD RELATIONSHIPS

Rating: _____
Comments: _____

TEAM-BUILDING SKILLS

Rating: _____
Comments: _____

PLANNING

Rating: _____
Comments: _____

HUMAN RELATIONS SKILLS

Rating: _____
Comments: _____

INTERNAL MANAGEMENT

Rating: _____
Comments: _____

DEPENDABILITY

Rating: _____
Comments: _____

INITIATIVE

Rating: _____
Comments: _____

DELEGATION OF AUTHORITY

Rating: _____
Comments: _____

OPEN MINDEDNESS

Rating: _____
Comments: _____

PROBLEM SOLVING SKILLS

Rating: _____
Comments: _____

PROFESSIONAL DEMEANOR

Rating: _____
Comments: _____

GOOD JUDGEMENT

Rating: _____
Comments: _____

ACCEPTS CRITICISM

Rating: _____
Comments: _____

DISPLAYS VIGOR, ENERGY, AND ENTHUSIASM

Rating: _____
Comments: _____

MAINTAINS POSITIVE APPROACH IN FACE OF ADVERSITY

Rating: _____
Comments: _____

MAINTAINS MORAL AND ETHICAL STANDARDS

Rating: _____
Comments: _____

3. Progress Toward Accomplishment of Board Vision Statements, Goals and Objectives

To what degree has the Executive Director met board expectations to achieve specific board vision statements, goals and objectives identified by the Board of Directors, considering the amount of time that has lapsed since directed by the board, their relative priority to the board, and obstacles encountered?

Rating: _____

Comments: _____

4. Overall Evaluation

Check the statement that best represents and summarizes the Executive Director's overall performance against the evaluation performance criteria during the year. Consider performance in both goals, particularly those with high priority, personal attributes, and specific duties:

SIGNIFICANTLY EXCEEDS EXPECTATIONS €	FULLY MEETS EXPECTATIONS €	MEETS MOST EXPECTATIONS €	BELOW EXPECTATIONS €
Performance far exceeds expectations in all major responsibility areas to exceed expectations for most evaluation criteria goals on a sustained basis or is recognized as an outstanding performer by demonstrating superior results	Performance fully meets expectations in all major responsibility areas and consistently exceeds expectations on some goals or personal attributes. Performance is that of a competent, knowledgeable, and experienced staff member. Response to unplanned circumstances meets or exceeds what should be expected.	Overall, most performance expectations were met. Some goals may not have been fully achieved, or some important personal attributes or specific job requirements could be improved. The staff member should focus on improving his or her performance in a few major areas. Performance at this level could result from being new on the job.	Not performing to the expectations of the job as defined by the goals, duties or personal attributes. Needs a high degree of supervision and direction. May not have background to grasp the work. Must be made aware of performance and improvement plan must be developed.

5. Executive Director's Comments

Comments should focus on actions or activities that will be undertaken to improve performance; what ratings or comments agreed or disagreed with and why; and additional thoughts about performance over the last year.

6. Development (Optional)

Identify any abilities or capabilities that merit special recognition, other than the personal attributes.

Developmental Needs: Describe specific areas that need improvement or will enhance development in current position. Include any goals or personal attributes which received a "meets most expectations" or "below expectations" rating. Also specify recommended developmental actions (e.g., training, seminars, closer supervisor) to address developmental needs. Indicate who is responsible and the date action will take place.

NEEDS	ACTION	WHO'S RESPONSIBLE	DATE

Signatures:

Executive Director

Date

(Executive Director's signature indicates that a performance review has occurred, but does not imply agreement with content)

MTA President

Date