

Blue Mountain Translator District

District Executive Director - Job Description

Through face-to-face interactions with customers, you will have the opportunity to provide exceptional customer service by handling customers needs accurately and efficiently. As a district staff with BMTD, your day will be spent having professional and friendly interactions with both customers and the board members. Promote a positive and professional image of the BMTD by providing fast, courteous, and efficient customer service, while processing customer requests in a confidential and accurate manner.

Classification

Part-Time

FLSA Status

Nonexempt

Statement of Expectations

BMTD expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

- Adhering to the policies and supporting board decisions and goals in a positive, professional manner.
- Representing BMTD with a high level of integrity and professionalism.
- Demonstrating a willingness to adapt to changing business needs and deadlines.
- Possessing a work ethic that includes neatness and punctuality.
- Exhibiting a professional, business-like appearance and demeanor.

Essential Functions

- General manager: Take care to execute the decision of the Board of Directors in compliance with applicable District policies, state statutes, and federal laws.
- Board Secretary: Staff all Board and Committee meetings.
- Billing Specialist: Work with partners to bill properties every June, and bill delinquent properties every February. Survey all ten cities surrounded by District boundaries for antennas every fall. Enter payment and exemption information into property database so accurate that information is submitted to Baker and Union County Assessors when writing the LB-50.
- Property & Contract Manager: Ensure that subleases with tenants for powerline access and facility use are paid and executed in compliance with contracts, including timely renewal. Ensure that BMTD is in compliance with leases, including timely renewal.
- Public Information Officer: Provide press releases and meeting announcements in compliance with Oregon public meeting law. Discuss District business with the press.
- Procurement Manager: Procure goods and services in compliance with Oregon procurement laws.

- Custodian of Public Records: Maintain all public records and ensure that none are destroyed unless permitted by state retention schedule and authorized by the Board of Directors.
- Coordinate the elections of members of the Board of Directors with the Baker and Union County Clerks.
- Lobbyist: Advocate on behalf of the District with local governments, state legislators, and members of Congress. File quarterly lobbying reports with the OR Government Ethics Commission.
- TV station manager: Manage the playout system for an over-the-air broadcast TV station and over-the-top streaming TV station. Broadcast and stream local government meetings, and edit meeting footage for on-demand distribution.
- Grant Writer: Write grants to obtain funds for District projects.
- Budget Officer: Draft the annual budget in compliance with Oregon local government, including posting notices, filling appropriate forms and documents (LB1, 11, 20, 30, 31, 50), writing the recommended budget with feedback from Board members and advice from the accountant, guide the Budget Committee through the approval process, and guide the Board of Directors through the approval process.

Additional Responsibilities

- Perform other duties as assigned.

Environment and Interaction

Work areas are inside, in a climate-controlled environment, with moderate background noise. Position may involve occasional travel to site locations.

- Reports To: Blue Mountain Translator District Board of Directors

Material and Equipment Used:

- Computer
- Fax Machine
- Typewriter
- Email
- General Office Supplies
- Scanner
- Copier
- Printer
- Voicemail
- Telephone
- Ten-Key

Physical Activities Required To Perform Essential Functions

- **Sitting/Mobility:** Approximately 80% of time is spent working at a desk. Balance of time (approximately 20%) is spent moving around work areas.
- **Communication:** Ability to effectively communicate with board members, clients and outside agencies in writing, in person and over the phone.

- **Vision:** Ability to effectively use a computer screen and interpret printed materials, memos and other appropriate paperwork.
- **Lifting/Carrying:** Ability to transport files and supplies (up to 25 pounds).
- **Stooping/Kneeling:** Ability to access files and stock supplies.
- **Reaching/Handling:** Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

Proficiencies

Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.

- Basic word processing and computer database skills. Microsoft Office tools, Word, Excel, Powerpoint, Publisher, and Adobe PDF.
- Ability to learn and navigate computer systems and websites necessary to complete job description and other duties as assigned.
- Effective interpersonal skills with the ability to work with individuals and groups at all organization levels; ability to work independently and as part of a team.
- Ability to take initiative and prioritize tasks; good time-management, organizational, problem- prevention and problem-solving skills.
- Ability to work accurately with close attention to detail.
- Ability to study and apply new information.
- Familiarity with OR local government budget law and municipal budget-writing process.
- Familiarity with Oregon public meetings and records law.
- Familiarity with OR Government Ethics Commission lobby report filing system.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Must be bondable.
- Pass a background and drug test.

ACKNOWLEDGEMENT

I have received and reviewed a copy of the BMTD Executive Director job description. I understand that this job description is not a contract of employment and in no way changes the at-will nature of my employment relationship with the Blue Mountain Translator District, under which either BMTD or I can terminate the employment relationship at any time, with or without cause or notice.

Signature of Employee Date

Printed Name of Employee

Signature of Supervisor