

The Texas Chief Deputies Association is accepting resumes for the position of Executive Director.

**SUMMARY:**

The Executive Director is responsible for the management of the organization according to the strategic direction set by the Board of Directors.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

1. Participates with the Board in developing a vision, a strategic plan, and a budget to guide the organization;
2. Prepares meeting agendas and supporting materials;
3. Assist Board in determining board meeting location, lodging and reservations needed, one meeting each quarter unless otherwise designated by the Board;
4. Compiles membership data as requested by the Board of Directors;
5. Monitors delivery of programs, training, and services of the Association for quality;
6. Responds to telephone and email inquiries about the Association;
7. Prepares reports as required by the Board of Directors;
8. Maintains an archive of historical information for the Association;
9. Researches the archive information as needed for support or reference;
10. Provides updated information for the TCDA website, App, Facebook, and Instagram;
11. Administers a list serve specifically for TCDA members;
12. Answers and maintains a dedicated phone number for TCDA business.
13. Maintains a dedicated email address for TCDA business.
14. The Executive Director shall perform the following duties relating to the Annual Conference, under the direction of the Board of Directors and designated committees;
  - a. Assist Board with site-selection and negotiating ethical contracts that benefit the Association and members only;
  - b. Locate instructors for conference training and coordinating for travel and lodging logistics;
  - c. Design and distribute conference materials and registration

- information, both online and printed;
  - d. Develop, maintain, and process all registrations, payments, invoicing for all participants and vendors;
  - e. Work with all committees on responsibilities, deadlines, notifications, logistics, and needs;
  - f. Serve as the on-site conference contact with participant registration, vendor registration, and conference logistics.
  - g. Work with Board and committees for a successful conference;
  - h. Generate membership, conference, scholarship, and vendor mailings as needed;
  - i. Generate all printed materials for conference; workbooks, forms, banquet program, certificate of training;
  - j. Arrange set up of audiovisual equipment and sound equipment required for conference. Provide audiovisual equipment if needed.
15. Any additional duties approved by the Board.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum High School Diploma or GED;  
Experience planning events and conferences preferred.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Familiarity with various computer software systems, personnel policies, and procedures. Have the ability to work independently in the absence of supervision. Have strong skills and extensive experience in databases and Microsoft applications. Have strong interpersonal and communication skills. Have the ability to effectively communicate orally and in writing with association members. Have the ability to research, assemble, compile, and tabulate information and figures, as may be necessary. Have the ability to prioritize and accomplish multiple time-sensitive tasks simultaneously. Have the ability to review a variety of correspondence for proper grammar and format. Have the ability to establish and maintain a rapport with individuals within and outside the Association. Have the ability to plan, organize, and coordinate work. Have the ability to maintain and

organize an office filing system.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid Texas Driver's License.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

Maintain the ability to occasionally stand, walk, kneel, and bend. Reach, grip and use fine dexterity. Push and Pull objects. Occasionally flex upper trunk forward at the waist and partially at the knees. The position requires lifting and/or moving objects weighing up to 20 pounds, such as books and stacks of records. Occasionally rotate upper trunk to the left or right while sitting or standing, place arms above, at, or below shoulder height. Use vision and depth perception required to include color vision. The noise level in the work environment is usually moderate.

**COMPENSATION:**

The Executive Director will be compensated at a rate of \$2,000.00/per month (\$24,000.00 annually) plus expenses.

Resumes should be submitted by email to TCDA President Wayne Floyd, [wfloyd@ochiltree.net](mailto:wfloyd@ochiltree.net), no later than August 03, 2021 at 5:00 pm.