

EXHIBIT: TYPICAL TASK LISTINGS FOR RGS ADMINISTRATION STAFF

Executive Director:

- Serve as the Agency's Executive/Administrator, supporting effective governance policy and priority setting by scheduling, developing and posting agendas for Board and committee meetings, arranging relevant presentations at meetings; coordinating committee and Board activity; ensuring accurate meeting minutes; managing all staff activities related to facilitation and implementation of the policy decisions and priorities of the Agency's Board of Directors.
- Provide a range of operational and administrative advice.
- Develop an annual budget for Board review and approval; coordinate adoption of same with member agencies; monitor revenues and expenditures for consistency with the adopted budget.
- Develop, negotiate and monitor Agency contracts as needed; monitor work performed by contractors to the Agency.
- Maintain communications with the administrative heads of the Agency members and develop partnerships with stakeholders, interest groups, organizations, private enterprises as needed to assist in fulfilling the mission of the Agency.
- Serve as a key spokesperson for the Agency and represent the Agency at public and professional functions.
- Coordinate presentation of public information, workshops and education programs; deliver appropriate website and social media messaging, and coordinate media relations.
- Coordinate Agency administrative and outreach activities with other contracted service providers, Agency member agencies, and partnering organizations.
- Ensure Agency records are maintained and comply with Public Records Act requests.
- Identify and pursue grant funding opportunities, coordinating with fiscal provider of administrative services from grant application through management, reimbursement funding protocols and required grant reporting.
- If needed, prepare a Capital Improvement Program and funding strategies for projects.
- Conduct legislative advocacy activities as needed; and represent the Agency in industry forums, ongoing learning and policy development workshops, etc.; provide legislative analysis to the Board.
- Support all Agency efforts to develop and implement strategic plans, aimed at successfully achieving long-term goals.
- Ensure compliance with all local, state and federal laws.

Administrative Technician:

- Prepares documentation, records and analysis related to administrative, fiscal, organizational, staffing and operational functions and activities
- Provides staff support to boards, commissions, and committees
- Performs related work as assigned.