



# JOB DESCRIPTION



## Executive Director

Position Code: ED

**SALARY RANGE**  
***\$135,000 - \$185,000***

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### **Summary:**

Under general direction from the Board of Directors and President of the Association, the Executive Director performs a wide variety of administrative staff work including:

- Working closely with the President and other elected officers of the Association in carrying out the goals and objectives of the Association.
- Manages RSA's day to day operations, staff, vendors, offices and facilities.
- Prepares annual performance evaluations for all Association employees.
- Attends all meetings of the Board of Directors and other subcommittee meetings, as requested.
- Advisor to RSA President and Board of Directors on matters pertaining to collective bargaining.
- Provides regular reports concerning Association operations.
- Assists members in their employment relationship with the County of Riverside and Sheriff's Department.
- Prepares, analyzes and administers budgets, with Board approval.
- Analyzes, and makes recommendations for the resolution of problems and work procedure.
- Prepares correspondence, reports and membership communications.
- Carries out other duties, as may be assigned by the Board of Directors.

### **Minimum Qualifications:**

- Thorough knowledge of RSA Bylaws and all current Resolutions of the Board of Directors. (This is not a prerequisite, but rather a statement of what knowledge, skills and abilities are required in order to successfully operate as RSA's Executive Director.)
- Law enforcement experience as a supervisor, preferably management level experience.
- Experience in Labor Relations and Management.
- Experience in negotiations (e.g. collective bargaining agreements, contracts, MOU).
- Superior writing and communications skills.
- Knowledge of grievance, arbitration and civil service hearings.
- Strong written and oral communication skills.
- Valid California Driver's License.

- Willingness to work a flexible schedule, possibly beyond forty hours per week, on occasion.
- Candidate will be required to submit to a background check prior to employment.

**Desirable Qualifications:**

- Education - Bachelor's or Master's Degree from an accredited college or university, in Public Administration, Business Administration, Labor Studies, Human Resources, Conflict Resolution and /or closely-related fields.
- Experience - Minimum five (5) years of progressively responsible experience as a Business Agent, Defense Representative, Employee (Labor) Relations Specialist, Human Resources Specialist or comparable position in a closely-related discipline.

**Other Qualifications:**

- Knowledge of public sector unionism, California labor laws, organization methods, administrative hearings, collective bargaining, employee relations and current personnel practices and principles of communication.

**Salary:**

- Final salary will be based on the candidate's qualifications and experience. RSA offers a benefit package that includes take-home car, cell phone, medical insurance, paid holidays, sick leave and vacation, opportunities for supplementary insurances, 401K and others.

**Other:**

- Eligible candidates shall not be a current member of RSA.
- The Executive Director shall not hold a position on any committee or subcommittee, however, may be assigned by the President to serve as an advisor.
- The Executive Director shall not have a vote on any matters relating to amendments of bylaws, election/appointment of Directors, committee appointments or any other association matters.
- The Executive Director position serves at the pleasure of the Board of Directors. The Board of Directors delegates authority for supervision and management of the Executive Director, including discipline, to the President. This position is considered "At Will" and employment can be terminated, with or without cause at any time, **by** a majority vote of the Board of Directors.

**NOTE:** *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*