

## Job Description

# DEPUTY DIRECTOR

### POSITION

The Deputy Director is an executive management position authorized by the Governing Board of the March Joint Powers Authority (JPA) and appointed by the Executive Director of the March Joint Powers Authority. The person that fills this at-will position will be selected in accordance with the Personnel Rules and Regulations of the March JPA and will be offered a contract for employment.

This position provides direct support to the Executive Director in the day-to-day operations of the March JPA, including the planning, directing, controlling, and implementation of staff activities and the reuse of the former March Air Force Base. The position requires a dedication to the mission of “Creating Good Jobs for Riverside County.” The person filling this position will become intimately familiar with all the organizations within the March JPA including the March Inland Port Airport Authority; the March JPA Redevelopment Agency; the March JPA Planning Commission; and the March JPA Utility Authority.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

1. Baccalaureate degree or equivalent plus and advanced degree in Public Administration, Business Administration, or a related field;
2. Five years of related work experience, including experience in a supervisory capacity;
3. Demonstrated experience with local government in the areas of economic development, planning, development processing, and/or redevelopment;
4. Experience in working with the media and on public relations campaigns;
5. Demonstrated experience in coordinating the activities of federal, state, local, private and non-profit agencies and organizations;
6. Demonstrated skill at consensus and coalition building;
7. Computer experience in project management, data base and word processing;
8. Entrepreneurial in spirit and practice;

9. Capable of managing and directing a multiplicity of projects among numerous agencies and,
10. Cooperative and service oriented with our master developers.

Licenses and Certificates:

1. Valid California Driver's License;

Other Considerations:

1. Demonstrated ability to work with minimal direction to complete new and varied assignments;
2. Drive and initiative to help guide and direct the organization to fulfill its mission;
3. Ability to effectively organize groups to accomplish planning and implementation goals;
4. Ability to be flexible in work scheduling, hours of work at the office, etc.;
5. Ability to periodically attend pre- or post-business hour meetings;
6. Excellent public relations skills;

**POSITION RESPONSIBILITIES**

The Deputy Director will be expected to be involved in all aspects of the planning and implementation for the use, reuse and redevelopment of the March JPA properties; management support to the Executive Director, the Joint Powers Commission, (JPC) the Technical Advisory Committee (TAC), and any subcommittees; and general support to the JPA fulfilling the goals of the Authority.

The following is a list of duties that are representative (although not all inclusive) of the Deputy Director's job responsibilities:

- Perform duties of the Executive Director in his/her absence;
- Attend meetings and coordinate base reuse planning and implementation efforts;
- Give presentations to JPC, the TAC, and varied civic groups;
- Assist in the preparation of meeting agendas and packets;
- Perform a variety of administrative research and technical assignments;

- Coordinate and compile data;
- Assist in the annual budget and work program preparation;
- Accomplish grants writing assignments;
- Conduct special studies on organizational matters such as JPA policy development, procedures, and administrative matters;
- Prepare a variety of correspondence;
- Prepare oral and written reports;
- Assist with the administration of facilities, equipment, and supplies;
- Provide JPC and staff managerial support, as needed; and
- Perform related duties as assigned.

The preceding list of duties is not all inclusive. The Deputy Director must be flexible and able to provide the Executive Director assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

### **SUPERVISION AND AUTHORITY**

The Deputy Director is supervised by the Executive Director of the JPA. The Deputy Director is authorized to carry out business required by the JPA. This includes, but may not be limited to, the job responsibilities examples listed above.

### **PROBATIONARY PERIOD**

The Deputy Director will enter a probationary period on the first day of employment lasting for six months. A satisfactory review at that time will result in the employee receiving full-time, permanent status. A less than satisfactory review can result either in an extended probation or dismissal, at the discretion of the Executive Director.

### **PERFORMANCE REVIEW**

The performance of the Deputy Director will be reviewed at least annually on the person's anniversary date with the JPA. The content of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Executive Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

### **SALARY AND BENEFITS**

The Deputy Director is a salaried employee. The Salary for the Deputy Director will fall within the approved 2006-2007 Annual Salary Plan at a salary range of \$100,000 to \$140,710 annually.

A benefits package will be provided to the Deputy Director that is consistent with the current policies of the March JPA with respect to executive management employees.

**The March Joint Powers is an Equal Opportunity Employer.**

**Qualified women, minorities, disabled veterans,  
And physically challenged persons  
Are strongly encouraged to apply.**

8/06