

# **REQUEST FOR PROPOSAL VACANCY ANNOUNCEMENT**

## **ISSUED BY**

Executive Board of Oklahoma Association of Chief of Police (OACP)

## **CONTACT**

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**DATE OF ISSUE:** 1/5/2018

**RESPONSE DATE:** (NLT the close of Business) 2/5/2018

The OACP respectfully request interested applicants to apply for the position of Executive Director of the OACP. If a suitable applicant is identified the position will be filled at the candidates earliest opportunity. The successful candidate must meet the qualifications outlined in the OACP Executive Director's job description and will be required to pass a standard background investigation. All applicants must provide a resume with references of work experience and character.

All resume packages must be received prior to the response cut off. A review panel will make the recommendation to the OACP Executive Board of five potential candidates. The OACP Executive Board will make the final determination. Salary range (\$55,000-\$65,000) and benefit package is contingent on the applicants breadth of experience.

## **JOB DESCRIPTION for EXECUTIVE DIRECTOR**

### **DESCRIPTION OF WORK**

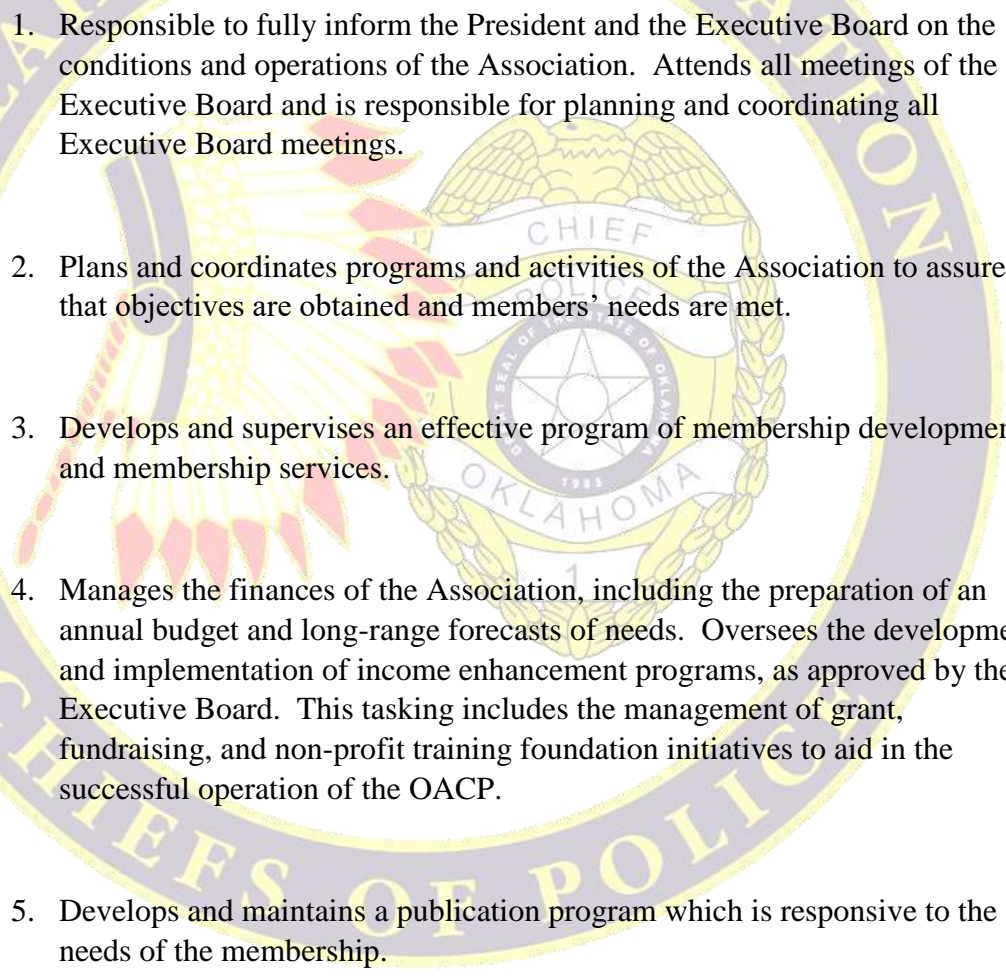
The Executive Director is the Chief Executive Officer in charge of the operation of the Association. The Executive Director is responsible for and empowered to conduct the business of the Association, according to the policies and regulations established and directed by the Executive Board. The Executive Director must be

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able to travel within the state to fulfill these duties. Limited out of state travel is also required.

### **Duties, Responsibilities and Authority**

Within the limits of the constitution and policies, the Executive Director is responsible for and has commensurate authority to accomplish the duties set forth below.

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1. Responsible to fully inform the President and the Executive Board on the conditions and operations of the Association. Attends all meetings of the Executive Board and is responsible for planning and coordinating all Executive Board meetings.
  2. Plans and coordinates programs and activities of the Association to assure that objectives are obtained and members' needs are met.
  3. Develops and supervises an effective program of membership development and membership services.
  4. Manages the finances of the Association, including the preparation of an annual budget and long-range forecasts of needs. Oversees the development and implementation of income enhancement programs, as approved by the Executive Board. This tasking includes the management of grant, fundraising, and non-profit training foundation initiatives to aid in the successful operation of the OACP.
  5. Develops and maintains a publication program which is responsive to the needs of the membership.
  6. Develops and coordinates an education program to advance the professional/technical/managerial skills of the membership.

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7. Organizes and conducts annual and semi-annual conferences which include programs, exhibits and other events consistent with the objectives of the Association.
8. Coordinates research necessary to the Association and inform the Executive Board, elected officials and the membership as appropriate.
9. Maintains effective internal and external public relations.
10. Serves as spokesperson for the Association when directed by the President.
11. Maintains an effective government affairs program to represent the interests of the Association membership to legislative bodies, government agencies and other professional associations as appropriate.
12. Ensures the legal and professional integrity of the Association.
13. Provides periodic reports to the Executive Board along with recommendations.
14. Monitors and assists committees of the board and the elected officers of the Association.
15. Establishes the organizational structure and administrative policies and procedures for the OACP office.
16. The Executive Director, under the direction of the Executive Board, recruits, hires, and trains staff and administers an effective personnel program which includes position description, performance standards, performance appraisals and a compensation program.



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17. Executes all decisions of the Executive Board except when other assignments are specifically made by the Executive Board.
18. Is responsible for collecting all dues and monies due the Association by reason of any contract or contracts and makes an accounting of said dues and funds at the regular annual conference.
19. Maintains the necessary financial records that will be subject to annual audit review. Insures that all funds and other property of the Association are properly safeguarded and administered. All unexpended monies shall be placed into a fund to the credit of the Association.
20. The Executive Director shall have the authority to disburse such monies for the incidental expenses such as membership cards, stationary, mailings, printing, etc.

### **QUALIFICATIONS**

Bachelor's Degree from an accredited college or university in business, public administration, criminal justice or related fields. Five years of senior management experience in directing, coordinating, supervising, and organizing work and personnel, or any equivalent combination of education, experience and training which provides the following:

#### **Knowledge, Skills, and Abilities**

1. Ability to research and summarize applicable federal, state, tribal, and local laws, rules, regulations, and procedures.
2. Knowledge of methods likely to be effective in securing the active good will and cooperation of legislators, civic businesses, and other related groups and organizations.

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3. Knowledge of the procedure involved in planning, developing, organizing, and executing sound managerial principals in situations where numerous diverse demands are involved.
4. Knowledge of budgeting, bookkeeping and financial administration principals and methods and ability to supervise their execution.
5. Ability to effectively supervise paid staff and work with volunteer committee members.
6. Ability to effectively supervise the preparation of reports and the establishment and maintenance of suitable records and files.
7. Ability to speak clearly, informatively, and interestingly before varied size groups.
8. Ability to collect, prepare, edit and disburse significant information, including suitable releases to newspapers and other mass media.
9. Ability to establish and maintain effective working relationships with other Association Executive Directors and state and local agency heads.
10. Ability to prepare and analyze material and to submit clear and informative reports and make recommendations to the Executive Board.
11. Ability to see that proper operational procedures are followed and that desired principal objectives are achieved.

**Physical Demands**

1. The demands identified here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. The incumbent must be able to work primarily within a professional office setting and to stand, walk, sit, use hands and fingers to handle objects, tools and to operate assigned equipment, to reach with hands and arms and to talk and hear in-person and through provided communications devices.
3. The incumbent must be able to safely and effectively operate a motor vehicle in order to travel to designated locations throughout the State of Oklahoma and to remain for overnight or extended visits as required.
4. The incumbent must be able to properly operate a variety of audiovisual equipment when making presentations or when providing information or briefings to various audiences.
5. The employee must regularly lift and/or move up to 25 pounds and occasionally lift or move 50 pounds without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

