



Idaho Sheriffs' Association

3100 S. Vista Ave. Suite 203
Boise, ID 83705
208-287-0001
www.idahosheriffs.org

Job Announcement

IDAHO SHERIFFS' ASSOCIATION

Job Description: Executive Director

The Executive Director is responsible for overseeing the day to day operations of the association and its staff and carrying out strategic plans and policies established by the Board of Directors. This includes, but is not limited to jail inspections/audits, lobbying, victim services programs, fund raising, scholarship program, conferences and any other endeavor deemed appropriate by the Board of Directors.

MAJOR AREAS OF RESPONSIBILITY

- Advise the Board in all matters related to the operation of the association.
- Supervise the activities of the Jail Coordinator, Programs Manager and any contract service agents.
- Manage financial and physical resources.
- Maintain direct relationships with individuals who assist in the success of the association such as the contract conference event manager and financial officer, POST staff, ICRMP staff, training instructors, legislators, and other government officials pertinent to the association's mission.
- Formulate policies and planning recommendations to the Board of Directors.
- Organize and coordinate conferences.
- Advise the Board and make recommendations to fill vacant association positions and state positions requiring sheriffs' representation.

PRIMARY OBJECTIVES

- Uphold the professionalism and independence of the Office of Sheriff.
- Improve training opportunities.
- Develop financial resources to allow the association to grow and operate with effectiveness.
- Meet and confer with sheriffs regarding topics of interest.

SPECIFIC RESPONSIBILITIES OF THE JOB

- Prepare and present the association budget to the Board for approval.
- Supervise and manage the association budget in day to day operations.
- Confer with the Jail Coordinator in regards to the annual inspection/audit schedule.
- Troubleshoot jail inspection problems and provide resolution advise and direction when necessary.
- Assist in jail standards management.
- Attend Sheriff's conferences, Board of Director meetings and standing Committee meetings.
- Provide oversight in the management of the VINE, Offender Watch, and Direct Mail Honorary Membership Program.
- Manage the DEA Marijuana Eradication Program.
- Maintain and operate the association's website.
- Coordinate with the association's legislative lobbyist and the Board regarding legislation.
- Attend other meetings with outside organizations as deemed appropriate by the Board of Directors.
- Provide pertinent information relevant to local, state and national issues to sheriffs.
- Conduct surveys relative to legislation or policies under consideration by sheriffs.
- Act as liaison to local and national law enforcement agencies, other associations, the media and governmental agencies.
- Meet with various government officials, other association directors and interest groups to further the goals of the association.
- Manages the Sheriffs Memorial Scholarship Program and coordinates the award process with the Board of Directors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of management principles and leadership qualities demonstrated by past work experience and accomplishments.
- Understand government structure in Idaho, both local and state.
- Understand federal government structure.
- Experience in developing and managing budgets.
- Demonstrate experience in supervising others, preferably managing others in a law enforcement environment.
- Understand non-profit organizations.
- Has a proven record of leadership skills demonstrated by specific achievements.
- Computer skills with demonstrated ability in using Microsoft Word, Excel, and PowerPoint.
- Above average communications skills.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Two years of college; four-year college degree or higher is preferable or demonstrated work experience that supports a strong capability of doing the job.

- A minimum of five year's work experience supervising or managing people with budget oversight and authority to take personnel action.
- Demonstrated ability in conflict resolution and problem solving.
- Demonstrated history of work place accomplishments.

WORK ENVIRONMENT

- The position is directly responsible to the President of the Association and to the Board of Directors, and indirectly to the association membership.
- The ISA office is located at 3100 S. Vista Ave. Ste. 203, Boise, ID 83705.
- The person hired as executive director must use their private vehicle reimbursed at the federal mileage rate and the position requires some limited vehicle and air travel to attend meetings and conferences both within and outside of Idaho.

SUMMARY

- This job description conveys information essential to understanding the scope of the job and general nature and level of work necessary to perform this type of work satisfactorily, however, this job description is not inclusive of all qualifications, skills, duties, responsibilities or work associated with the position.

The salary range is \$75,000 – 92,000, commensurate with experience and subject to board approval. Benefits package includes health and life insurance stipend and participation in a 401K with a percentage match by the association.

Please submit cover letter, resume, salary history and professional references to Sheriff Paul Wilde, selection committee chair 605 N. Capital Idaho Falls, Idaho 83402 or pwilde@co.bonneville.id.us.

Application materials will be accepted until 5:00 pm (MST) Friday, November 6, 2020. All applications will be handled in a confidential manner. Idaho Sheriffs Association is an Equal Opportunity Employer.