

## **Occupational Category: Non-Classified**

**Title:** Chief Executive Officer, Fox River Navigational Systems Authority

**About the Fox River Navigational System Authority:** The authority provides navigational support and operates the Lock system on the lower Fox River located in Northeast Wisconsin. The 17-lock system is on the National Register of Historic Places.

**Summary:** The Chief Executive Officer operates under the policy direction of the authority Board of Directors. The CEO works closely with all members of the staff. Prepares policy recommendations for the Board and after they are approved supervises their implementation. The CEO is responsible for administrative, physical, and the operational duties of the Authority. Considerable latitude exists for the exercise of independent judgement and initiative.

**Distinguishing Features of the Position:** This is the primary staff position of the Authority and requires a high degree of technical and administrative expertise base on training and previous experience. The CEO is a non-voting employee of the Authority by provision of S.S. 237 and the bylaws of the Authority.

### **Responsibilities of position:**

- Prepares the Authority's Management Plan in accordance with Wisconsin Statute Chapter 237 and state agency directives.
- Is responsible for monitoring and maintenance of the agency's bylaws and administrative procedures and records.
- Directs the preparation of the annual work program, staffing plan and budget of the Authority.
- May represent the authority before federal, state and local government agencies.
- May make public presentations and may attend meetings, public hearings and conferences with various officials and civic groups to explain the Authority's program.
- The CEO along with the Board of Directors maintains an active relationship with elected, governmental and economic development officials.
- Recommends to the Board of Directors appointments to authority committees.
- Participates in professional activities, conferences, seminars and training sessions.
- Supervises the preparation of agenda and minutes of the Board of Director and committee meetings.
- Is responsible for the administration of the Authority's business which includes control, storage, management, and filing of taxes, files, studies, reports, audits, and appraisals. Maintains legal documents and surveys affecting the authority and insures compliance with local, state, and federal guidelines and/or the regulations affecting the authority.

- Keeps accurate records of all financial activity of the authority. May countersign authority documents as needed.
- Will supply a bond in the amount of \$50,000, the premium for which will be paid by the Authority.
- Supervises all disbursements of the Authority's funds under the direction of the Board of Directors of the Authority in compliance with the annual budget and financial procedure manual.

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of the concepts, strategies, techniques and tools used in the field of public agency administration.
- Has the ability to design, organized and carry out complex plans.
- Has strong organizational, planning, verbal and written communication skills.
- The position requires time management and leadership skills.
- Direct and supervises the work of the administrative and operational staff.
- Has the ability to identify major policy questions with the appropriate analysis and recommendations.
- Has the ability to develop and maintain effective working relationships with federal, state and local governmental officials, funding sources, the public and staff.
- Has the ability to initiate, organize and implement a multi-faceted workload with minimal personal oversight and supervision. Can function well as a member of the FRNSA team.

**Acceptable Experience and Training:** Any combination of training and experience equivalent to possession of the Mast's degree in public administration, or a related field, and 10 years of relevant experience including five years in a supervisory capacity.

**Salary Range:** At the discretion of the Authority (Unclassified position)