

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO



Fox River Navigational System Authority Employment Announcement

Position: Operations Director

Contact: Jeremy Cords 920-309-4501

Location: Fox River Navigational System Authority Main Office 1008 Augustine St Kaukauna, WI 54130

Salary: TBD depending on experience, training and qualifications.

Summary of Duties:

The OPERATIONS DIRECTOR works closely with, advises and makes recommendations to CEO on operational, administrative and policy issues. Under the direction of the CEO creates an operational business plan including management, budgeting and staffing considerations. Evaluates operational plan effectiveness and provides quarterly reports. Actively monitors projects, documents achievements, and develops objectives. Develops a facilities management and use plan.

Demonstrates emotional intelligence, is responsible for aspects of day to day business operations, staff projects and outcomes. Facilitates the hiring process, reviews and evaluates staff operations, including scheduling and fee collection systems for FRNSA services. Drafts, archives and maintains a repository of contracts, leases, easements and memorandums of understanding (MOU), and memorandums of agreement (MOA). Maintains emergency action plan (EAP) and agency manuals. Conducts advisory review of contracts, leases, easements, title work, deeds, survey maps etc.

Directs semi-annual inventory and inspection reports and operations maintenance budget. Maintains records management systems. Works with executives and professionals at all levels. Establishes mutually beneficial relationships, as directed by CEO attends and participates in local community events and public meetings.

Researches, provides required documentation, collaboratively summarizes qualifications and submits grant applications on time. Coordinates Fundraising efforts, engages committee meetings and events in support of efforts, tracks donations and donor lists. Provides FRNSA booth presence at conventions, workshops and events. Develops and delivers presentations and represents FRNSA in person at events, committees and projects.

Coordinates hiring process, provides administrative training and program direction to staff. Develops and implements work plans, objectives, goals and metrics. Facilitates an annual review process. Documents skill development and safety training programs for staff.

Recommends discipline when and if necessary including, but not limited to, verbal and written reprimands and or termination. Implements and coordinates policies and procedures to assure consistent application. Deploys integration of equal opportunity and diversity initiatives through recruitment, retention and marketing efforts.

Remains prepared and available for on call 24/7 for emergency operations coordination

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Successfully completes 12 month probationary period.

Qualifications education and experience:

- Associates Degree or equivalent
- 3 years grant writing experience with description of outcomes
- 5 years administrative project management, budget and/or business plan development
- 10 years staff training/management experience
- Proven sales or business attraction experience
- Microsoft Word, Excel and Acrobat Adobe – (an exam will be administered for qualifying candidates)
- Ability to work a modified schedule; nights, weekends, holidays, etc.
- Valid driver's license

Application Deadline:

September 10, 2018

To Apply:

Complete the required Applicant Assessment responses, Resume, cover letter and FRNSA Employment Application:

Send your application packet electronically by email to jcords@foxlocks.org or by mail post marked no later than September 10, 2018.

Attn: CEO Jeremy Cords
1008 Augustine St
Kaukauna, WI 54130

*Application materials will be reviewed and the most qualified candidates will be invited for a panel interview during September - October 2018.

Required Applicant Assessment:

1. Minimum Qualifications – to qualify for this position describe any training, education or experience that you feel meets or exceeds the minimum qualifications listed below. Limit answers to one (1) typed page per bullet point, single spaced, Arial font size 12.

- Associates Degree or equivalent
- 3 years grant writing experience with description of outcomes
- 5 years administrative project management, budget and/or business plan development
- 10 years staff training/management experience
- Proven sales or business attraction experience

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2. Cover letter and Resume – submit a customized job narrative cover letter and resume that summarizes why you are the preferred candidate for this position. Your cover letter is limited to two (2) typed pages, single spaced, using Arial font, size 12. Resumes are limited to two (2) pages (no format requirements). Pages in excess of the specified limits may not be evaluated. References are not necessary at this stage of the process.

*Successful applicants will have a proctored exam administered prior to any interview focusing on intelligence in Microsoft Word, Excel and Acrobat Adobe.

Additional Information:

Employment will require the selected candidate to pass a background check. FRNSA does not sponsor work visas, thus, in compliance with federal law, all persons hired will be required to verify eligibility to work in the United States by completing the required I-9 form upon hire.

*FRNSA is an Equal Opportunity Employer seeking a diverse and talented workforce.