



Puget Sound Access – Channel 77

EXECUTIVE DIRECTOR

Annual Salary Range: \$48,000 - \$60,000 (2007 Rates)

Job Announcement: 0718070001

Applications due by close of business September 9, 2007

WHO MAY APPLY: This position is a fully benefited position. The position is open to the general public.

WHERE TO APPLY: Application materials must be sent to: **PSA Search, Attn: Deborah Vinsel c/o TCTV, 440 Yauger Way SW, Suite C, Olympia WA 98502** or dvinsel@tctv.net. Contact Deborah Vinsel, PSA Search Manager, at (360) 956-3100 or dvinsel@tctv.net for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are required.

WORK LOCATION: 22412 72nd Ave. S. Kent, WA. 98032 (253) 479-0200

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday from 8:00 a.m. to 5:00 p.m. Applicant must be able to work off-hours and on weekends as required.

JOB SUMMARY: Puget Sound Access (PSA) is a non-profit organization created to bring communications tools to South King County residents. Our member cities consist of Kent, Burién, Tukwila, Auburn, Renton and SeaTac. Our mission is to provide equipment, training and services and allow access to resources to help aid community communication.

The Executive Director (E.D.) is the general manager of the organization, with full power and authority to conduct all business of the organization, subject to review by the Puget Sound Access Board of Directors. The E.D.'s primary responsibilities are financial management, resource development, staff development and supervision, contract administration, and organizational management and structure.



PRIMARY JOB DUTIES INCLUDE:

- Give direction and leadership to the formulation and achievement of the organization's mission, goals and objectives
- Negotiate and ensure compliance with service contracts, leases, partnership agreements, and/or any other contracts PSA may enter into.
- Pursue and manage additional revenues sources through a variety of fundraising mechanisms, subject to Board approval.
- Work with the PSA Board of Directors and staff to develop and implement policies, procedures and long-range strategic plans.
- Prepare and administer PSA's annual budget in accordance with Board directives and subject to Board approval.
- Provide oversight and management, including hiring and firing, of any full-time, part time or contract PSA employees in accordance with the Board directives.
- Serve as staff to the Board of Directors and facilitate Board meetings and other Board activities.
- Maintain a close working relationship with representatives of Auburn, Burien, Kent, Renton, SeaTac and Tukwila, as well as the community.
- Keep informed of events, trend, legal issues and other developments within the access television field through professional peer contacts, conference attendance and other mechanism..
- Establish and oversee training programs for recruiting and training community volunteers.
- Any additional responsibilities that the Board of Trustees requires.

QUALIFICATIONS:

- Minimum five years of experience in managing a similar organization OR equivalent education and experience that provides the knowledge, skills, and abilities to perform the primary job duties.
- Proven understanding of cable franchise obligations and ability to manage under normal small business practices and contractual obligations.
- Demonstrated administrative and management methodology skills.
- Ability to work with many individuals, community groups, nonprofit organizations and local businesses
- Proven communications skills, both oral and written.



DESIRABLE QUALIFICATIONS: Experience in creating multi-year strategic plans that include business and fund development, ongoing/ new programs and services directions, community outreach including partnerships and alliances, and board development.

SELECTION PROCESS: Application materials will be screened for clarity, completeness, and qualifications. The most competitive candidates may be invited to an interview. Reference checks will be made for all competitive candidates.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel primarily around King County the Puget Sound region in a timely manner.

UNION MEMBERSHIP: This position is not represented.