



LGCA Council
Employee Position Description & Responsibilities

- Position Title:** **Executive Director, Lake Geauga Computer Association**
- Contract:** Contract term: Multi-year, duration TBD. Contract terms and conditions as approved by the LGCA Executive Committee and Geauga County ESC Governing Board.
- Compensation:** Salary, insurance coverage and fringe benefits as established by the LGCA Personnel and Executive Committees.
- Qualifications:** The following qualifications are considered as guidelines:
- Bachelor’s Degree in related field required. Master’s preferred.
 - At least five years managerial/leadership experience in education or technology-related field.
 - Specific experience managing or supervising personnel performing services in networking, eRate, fiscal, student, and EMIS reporting.
 - Strong preference for those with understanding of the Ohio ITC environment.
 - Customer service-driven with demonstrated ability to create and build sustained professional relationships.
 - Skill and ability to write and speak effectively in both small and large group settings.
 - Ability and attributes to promote positive internal and external stakeholder relations, through effective interpersonal relationships and the projection of a professional image.
 - Alternatives to the above as approved by the LGCA Executive Committee.
- Reports to:** LGCA Executive Committee
- Supervises:** All senior level staff
- Job Goal:** The Executive Director is responsible for the overall operation and delivery of LGCA services to client/owner schools and educational entities/public sector.

PERFORMANCE RESPONSIBILITIES:

1. Directs the overall operations of LGCA.
2. Keeps member districts informed and updated on emerging technologies.
3. Works with the Directors and Fiscal agent Treasurer and Superintendent to coordinate the operations of the LGCA consortium.
4. Conducts, in coordination with the Directors, annual evaluations of the LGCA Staff.
5. Networks with the Management Council, other ITC’s and state offices.



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6. Works with committees established by the LGCA General Assembly and Executive Committee to prepare recommendations dealing with finance, personnel, governance, planning and other topics as may be necessary.
7. Preserves a positive working relationship with vendors, maximizing the service and technical guidance offered.
8. Develops and maintains job descriptions and the organizational chart of LGCA Staff members.
9. Attends and participates in all meetings of the LGCA General Assembly, Executive and other committees, except as excused by the Executive Committee.
10. Prepares the annual operating budget recommendations for the Finance Committee and implements the General Assembly approved budget.
11. Prepares and submits to the LGCA General Assembly and Executive Committee, recommendations relative to all matters requiring their respective actions, providing necessary and helpful facts, information, and reports as are needed to assure informed decision-makings.
12. Secures and nominates the best qualified and most competent personnel for employment.
13. Keeps informed of trends and practices in educational data processing by attending training classes or programs, visiting other similar operations, by attending conferences, and by other appropriate means.
14. Formulates long - range plans and accompanying time lines and recommends steps for accomplishment of those plans including budgetary implications and other goals/action steps requested by the Executive Committee.
15. Performs other related duties as may be assigned by the LGCA Executive Committee.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Seeks opportunities to improve skills and grow professionally.
2. Prepares an annual professional development plan to guide individual growth and performance improvement, support LGCA and program/department goals, and all service constituents.
3. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
4. Provides quality service to both internal and external colleagues and customers.
5. Seeks opportunities to participate as a productive member of LGCA and other committees and teams (i.e. Management Council, State Boards and committees).
6. Generates internal and external support for services.
7. Represents LGCA and its service schools with professionalism at all times.
8. Demonstrates at all times integrity, ethical behavior and sensitivity to diverse populations.
9. Adheres assiduously to any improvement plan issued by the Executive Committee.
10. Maintains confidentiality in all job related discussions and communications.



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OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid driver's license.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communiqués.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service.
6. Demonstrates experience managing large scale budgets and fiscal responsibilities.
7. Demonstrates experience negotiating vendor contracts with success and a track record of long-term relationships with implementing contracts.
8. Demonstrates effective project management skills and oversight.
9. Communicates effectively with staff, Board and districts.



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PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to **50 pounds, such as notebooks, reports**, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board. Administrators should communicate additions and changes in this job description in writing to the employee.

LGCA is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.

This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.

Signed, _____, Employee, on ___/___/___

Signed, _____, Supervisor, on ___/___/___