

Executive Director

The Kentucky Mountain Regional Recreation Authority (KMRRRA) was created to establish, maintain, and promote a recreational trail system throughout East Kentucky. The goal is to increase economic development, tourism, and outdoor recreation for residents of and visitors to Kentucky's Appalachian region. The person hired will serve as the chief administrative officer in charge of a broad range of duties including the following:

- Work with the KMRRRA's board of directors to develop recommendations to achieve board goals.
- Represent the Authority at various conferences and meetings.
- Manage and supervise all aspects of the Authority's operations to achieve goals with available resources.
- Prepare and analyze comprehensive reports, carry out assigned projects to their completion, and establish and maintain effective working relationships with employees, company officials and the public.
- Provide leadership and direction in the development of short and long-range plans.
- Communicate official plans, policies and procedures of the Authority to various other commissions, civic groups, media, land owners, and the general public.
- Advise the board of current financial conditions and future funding needs.
- Prepare and submit a preliminary annual Authority budget and administer budget once adopted.
- Monitor revenues and expenditures to assure sound fiscal control.
- Assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Explore additional funding sources to achieve Authority goals.

Education & Experience

- Bachelor's degree in business administration, finance, human resources, economics, or a closely related field. (Preferred but not required.)
- Two (2) years of experience as a director or chief executive officer or equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Trail development and maintenance.
- Basic knowledge of the travel and tourism industry.
- Knowledge of basic law enforcement practices.
- Excellent communication and interpersonal skills.
- Operative knowledge of personal computer (including word processing and spreadsheet programs, internet and email), calculator, telephone, copy machine and fax machine.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally be required to walk; use hands and finger, handle or feel objects, tools, or controls; reach with hands and arms; and drive an automobile. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The typical work environment will be an office setting, but outdoor activity is required.

Salary: The starting salary will be \$75,000. Future raises will be based on job performance and will be reviewed annually by the Authority Board. The Authority provides employees with a full range of employment benefits.

Deadline for resume submission is September 30, 2020.

Submit resume by mail to:

Sheri Mahan
Department for Local Government
100 Airport Road, 3rd Floor
Frankfort, Kentucky 40601

Or email resume to:

sherik.mahan@ky.gov