

Please submit your resume to resumes@nysnowmobiler.com in Word format **by September 15, 2010.**

Job Description – Executive Director, New York State Snowmobile Association

This is a salaried position with associated benefits such as vacation time, etc. as determined by the Executive Committee and approved by the BOD.

The Executive Director shall serve as operations director for NYSSA under the direction of the Executive Committee.

Working Environment

- Ability to work out of home required, upstate location preferred
- Utilize electronic communications whenever possible
- Maintain electronic records of the Association
- Perform electronic back-up of materials
- Report to Executive Committee who will obtain BOD approval for projects, expenses, salary reviews, changes to benefit packages and personnel issues
- Receive travel and expense reimbursement as set forth in the NYSSA expense policy
- Able to travel to support the activities of NYSSA

Qualifications

- Experience with snowmobiling, especially with club operations and legislative workings
- Excellent communication skills, ability to work with diverse groups of volunteers, industry and gov't agencies
- Ability to speak in public and make effective presentations
- Experience with standard Microsoft Office applications and electronic communications
- Maintain a professional appearance while on NYSSA business
- Has previously executive level experience

Enhancing the Public Perception of Snowmobiling:

- Enhance the image of Snowmobiling in NYS
- Serve as the public spokesperson and advocate before the media under the direction of the Executive Committee
- Promote snowmobiling as a family and an environmentally friendly activity
- Promote snowmobiling as a safe activity and snowmobilers as responsible trail users
- Reinforce snowmobiling as an economic resource in New York
- Press Releases with help and direction of the Communications Committee

Lobbying State and Federal Offices:

- Represent NYSSA to the State and Federal governments
- Work with NYSSA's lobbyists and the Legislative Committee in monitoring activities/actions on the State and Federal levels.
- Maintain contact with legislators regarding any bills that affect the sport of snowmobiling
- Seek grant funding from all sources
- Watchdog State as a whole for snowmobile issues
- Write Comment Letters to State and Federal proposals

Work with the Board of Directors for Advice and Direction:

- Work with the appropriate committees for input and information on snowmobiling matters

- Prepare and submit monthly information for NYSSA's magazine
- Work with the executive committee and OPRHP to organize the annual meeting and other functions
- Attend all BOD meetings
- Make day to day decisions
- Work with the Executive Committee on Legal Issues
- Work with the Legislative Committee on Legislative Issues
- Work with the Trails Committee on Insurance issues
- Work with the BOD on any Critical issues
- Provide a monthly written report for the BOD, to be included in the minutes
- Work with assigned committees to set and realize goals/objectives
- Interpret Board policies
- Bring correspondence to the attention of the BOD and committees as required.
- Work with Budget and Finance to develop the annual budget and help administer the approved budget within the guidelines
- Provide information to directors as needed

Work with NGOs:

- Attend meetings of affiliated organizations with prior approval and report to the BOD information of interest, results, etc. of these meetings.
- Attend Adirondack Park Agency (APA), American Council of Snowmobile Associations (ACSA), North East Chapter of ACSA (NEC), New York State Trails Council (NYSTC), Forest Preserve Advisory Committee (FPAC) Meetings
- Maintain positive relationships with other organizations
- Comment Letters on Non Government organization proceedings

Work with Clubs on local Issues:

- Write letters of support for grant applications, submitted by the clubs
- Respond to Insurance issues and lawsuits
- Respond to club inquiries for information and assistance
- Maintain a understanding of NYSSA's internal workings to help clubs interface with NYSSA

Office Management:

- Ensure NYSSA is administered in a professional manner
- Direct supervision of Employees
- Approve payroll hours with payroll service
- Implement annual objectives with measurable goals
- Implement long-term objectives with measurable goals
- Maintain a work log of time spent on NYSSA business
- Maintain an expense voucher for reimbursable expenses

Work with businesses to support snowmobiling:

- Develop business memberships across the state
- Develop business participation/support of snowmobiling

All other duties assigned by the BOD or Executive Committee