

## **JOB DESCRIPTION OF KCJEA EXECUTIVE DIRECTOR**

The Executive Director of the Kentucky Judge/Executive Association (KCJEA) shall be the business manager of the Association, subject to supervision by the President and the Executive Board. The Executive Director shall:

Assist Judge/Executives with daily problems that confront them in the operation of county government;

Serve as liaison between Judge/Executives and appropriate state and federal agencies;

Provide information to Association membership concerning state and federal programs;

Work with members of the General Assembly to assure passage of needed legislation and with members of the Kentucky Congressional Delegation on national issues that affect local government;

Prepare and administer the Association budget;

Plan and administer Association meetings;

Provide public relations to promote interest in the Association;

Travel across the state to various counties to provide assistance and serve as a guest speaker at conferences of other organizations; and

Assist the KCJEA Legislative Committee in its activities before any session of the Kentucky General Assembly by serving as its lobbyist.