

# **SNOHOMISH COUNTY BAR ASSOCIATION POSITION DESCRIPTION**

**JOB TITLE: *EXECUTIVE DIRECTOR* | REPORTS TO: *BOARD OF TRUSTEES***

## ***WHO IS SCBA?***

The Snohomish County Bar Association (SCBA) is an association of attorneys which seeks to: provide a means of exchange of information of interest to its members; provide substantive legal education through speakers, CLE courses and other programming; create social engagement amongst its membership and the local community for networking and other professional opportunities; promote professionalism, service to the public (including *pro bono* representation) and furtherance of bench-bar relations; and perform any other activities that will enhance the practice of law within Snohomish County.

## ***WHO ARE WE LOOKING FOR?***

We are seeking a dynamic, experienced, and organized executive director who possesses strong leadership skills and will be responsible for promoting and running the Snohomish County Bar Association, which currently consists of 632 members. Other major duties and responsibilities include:

### ***ADMINISTRATION***

- ❖ Consult with Board of Trustees regarding Association's priorities and implement activities in accordance with the Board policies.
- ❖ Prepare agendas and documentation for meetings with the Board of Trustees.
- ❖ Meet with the Board of Trustees on their regular monthly meeting schedule.
- ❖ Establish and coordinate administrative procedures in keeping with board policies.
- ❖ Ensure that the Association complies with all relevant federal, state, and local laws.
- ❖ Assist attorneys and the public as needed when they contact the Bar Association Office.
- ❖ Keep member attorneys advised of recent developments related to the practice of law within the county.

### ***STAFF DEVELOPMENT AND MANAGEMENT***

- ❖ Directly and indirectly responsible for the coordination of the staff, including hiring, supervising, evaluating, and terminating of regular, part time and contract staff.
- ❖ Recommend proposals to the Personnel Committee regarding staffing levels, salaries, and benefits.
- ❖ Ensure that the current staff policy and procedures is maintained.
- ❖ Provide on-going attention to diversity issues in hiring, development, and retention of staff.

### *FISCAL DEVELOPMENT AND MANAGEMENT*

- ❖ Coordinate with the financial committee to develop a budget for the Association.
- ❖ Coordinate with the Board of Trustees to oversee the implementation of the budget.
- ❖ Ensure annual financial records in compliance with tax laws and policies.

### *BOARD RELATIONS AND DEVELOPMENT*

- ❖ Assist Board Committee in developing appropriate orientation for new Board members, Board structure, and policies and procedures.

### *COMMUNITY RELATIONS*

- ❖ Maintain community relations (will serve as Association's primary spokesperson to media and other community organizations).

### *WORKING RELATIONSHIPS*

- ❖ Reports to Board of Trustees.
- ❖ Serves as *Ex Officio* member of Personal and Finance Committees.
- ❖ Supervises staff and contract personnel.
- ❖ Serves as liaison between the Association and the community.

### ***WHAT IS THE COMPENSATION?***

Starting annual salary range of \$60,000 - \$75,000 (DOE).

### ***WANT TO APPLY?***

Please send resumé, cover letter and a list of references to: [ApplicationsSCBA@gmail.com](mailto:ApplicationsSCBA@gmail.com). Applications received by November 1, 2020, will receive priority consideration.

Applications will be screened by members of the board. The most qualified candidates will then be invited to interview. An offer of employment will be contingent upon satisfactory completion of reference and background checks.