



The Association of O&C Counties (AOCC) has opened the application process to fill the Executive Director position. AOCC represents the interests of Counties in Western Oregon within which lie the unique O&C Lands, as well as other federal timberlands. The O&C Lands are dedicated by federal law to the production of timber for the purpose of supporting local communities. The purposes of AOCC include working with local, state and federal elected and appointed officials to protect and advance the interests of member Counties in the O&C lands. The basic job description for the AOCC Executive Director position is set forth below.

The Executive Director position is subject to the following terms:

- The job location is negotiable but must be in one of AOCC's member Counties.
- The position is full time.
- Salary is commensurate with experience and ranges from \$92,000 to \$145,000.
- A competitive benefits package may be negotiated in addition to salary.

Applications will be accepted starting February 15, 2022, and continuing until the position is filled. To apply send a cover letter and resume to AOCC Executive Director Rocky McVay at [rocky@blupac.com](mailto:rocky@blupac.com).

### **Basic Job Description Executive Director for the Association of O&C Counties**

Requires knowledge of federal legislative and rulemaking processes, the organization of Congressional committees and the decision-making process within relevant federal agencies, most notably the Bureau of Land Management and other agencies within the Department of the Interior. Must be detail oriented and have a broad range of skills, from the executive level to the clerical level, including ordinary office administration abilities such as word processing expertise (Word software), bookkeeping and data management (Excel software). General duties and responsibilities for the AOCC Executive Director position include, but are not limited to, the following:

- **Financial Management of the Association:** Develop and implement membership-approved, multiyear budget with three operating funds; calculate, invoice and collect member dues; process accounts payable monthly invoices and issue payments; oversee bookkeeping and preparation of annual financial statements (compilation report) by CPA.
- **Develop and Maintain Intergovernmental Relationships:** Communicate frequently with a broad range of local, state and federal elected and appointed officials and with leadership from private organizations; participate in frequent meetings with agency officials and others; draft and send or file AOCC comments, letters and other communications in response to proposed legislation or rulemaking; monitor and respond to ongoing agency implementation of O&C lands management policies.

- **Provide Leadership in Developing, Proposing and Implementing Policies:** Track and analyze developing federal actions or initiatives and propose both short- and long-range responses on behalf of the AOCC Board of Directors and Executive Committee; monitor Congress, the BLM and Department of the Interior to identify opportunities and threats to member County interests; keep Board members regularly informed of ongoing legislative and regulatory developments; schedule, prepare materials for and conduct meetings of the Board of Directors four to six times per year plus the annual meeting for the entire membership; prepare meeting minutes (notes).
- **Develop and Execute Work Plan:** Formulate strategies to accomplish goals approved by the Board of Directors; oversee and coordinate the responsibilities of AOCC's staff and contractors to assure the approved strategies are pursued and highest quality work product is delivered; organize and manage AOCC's large collection of records and documents; maintain and update the AOCC website; communicate and coordinate with the Board President regularly to assure interests of the member counties are being met.

