

## Job Description

### Administrative Director

The NH Association of Counties is a powerful voice advocating on behalf of county government. All employees contribute as part of a professional team (which includes all Association members) to promote the functions and capabilities of county government in many settings, including the legislative and executive branches, the press and the public.

The Administrative Director performs multi-faceted functions, including, but not limited to the following:

- ▶ Assist in administering the day to day operations of the Association office.
- ▶ Assist in administering monthly Officer and Executive Committee meetings.
- ▶ Assist in administering the Association website.
- ▶ Affiliate Programs: assist in inter-county communication and relationships between county department heads doing similar jobs to promote and facilitate the effective delivery of county services across the state. Work with the Affiliates to fulfill their needs, whether it is monthly meetings, educational programs or other individual initiatives. (Active Affiliates include: nursing homes, corrections superintendents, county attorneys, registers of deeds, human services directors, and human resource directors.)
- ▶ Assist in planning and running the Association fall Annual Meeting and Conference.
- ▶ Assist in administering the Corrections Academies and with the Association Certification Board in the certification of county corrections officers statewide.
- ▶ Assist in establishing the Association as a clearinghouse for county government data; collecting and researching information that can support the promotion of the role of county government.
- ▶ Perform any other function requested by the Executive Director or the Officers within the scope of Association business.