

PEACE OFFICERS ASSOCIATION
OF THE COUNTY OF MONTEREY
[DBA MONTEREY COUNTY PEACE OFFICERS ASSN]
PO BOX 1823
MONTEREY CA 93942-1823



EXECUTIVE DIRECTOR
Part-Time Salary: \$1,500.00/month (negotiable)
Filing Deadline: August 1, 2019
Position starts July 1, 2020

The Peace Officers Association of the County of Monterey (DBA Monterey County Peace Officers Association/MCPOA) is seeking experienced candidates for a part time position of Executive Director.

The Executive Directors serves at the pleasure of the Board of Directors as a contract employee

The position is responsible for preparing Board of Directors monthly meeting Agenda and Meeting Minutes, write checks to vendors for services, maintain the financial records (PayPal & Square) and Membership records, receive Membership applications, prepare and mail/email membership renewal notices, prepare and mail membership cards, coordinate with Range Master for information regarding Shooting Range & Classroom use, prepare and mail/email Shooting Range Invoices, all aspects of event coordination (work with venue/catering, prepare event flyers, manage reservations), coordinate the preparation and mailing of the MCPOA monthly newsletter, file annual Raffle Reports, compile annual financial information for CPA, and all other duties as directed by the Board of Directors.

MCPOA was first founded in 1946 and incorporated in 1967.

The purpose of the Peace Officers Association of the County of Monterey is to:

- Advance police administration and crime prevention;
- Secure coordination in all law enforcement matters;
- Encourage the enlistment, equipment and training of qualified persons in police work;
- Achieve adherence of all peace officers to high professional standards of conduct; and,
- Generally to improve the administration of justice to the end that full protection may be secured to all law-abiding citizens.

Interested individuals may mail their Resume to: MCPOA, PO Box 1823, Monterey, CA 93942

For more information, contact Joy Junsay, 831-320-0302 or joyjunsay@comcast.net

EXECUTIVE DIRECTOR
PEACE OFFICERS ASSOCIATION OF THE COUNTY OF MONTEREY
SPECIFIC DUTIES & RESPONSIBILITIES

DUTIES & RESPONSIBILITIES:

- ❖ Receive and respond to inquiries by phone, email and correspondence relative to MCPOA services
- ❖ Receive and process Membership Applications (Enrollment Period July 1st of each year)
- ❖ Prepare and send out Renewal notices (via email or US Postal Service) to membership
- ❖ Work with MCPOA Range Master to coordinate receipt of Shooting Range Billing information and Prepare and send out Invoices to law enforcement agencies for the use of Shooting Range and Classroom
- ❖ Review PayPal Account for payments for Membership and Events
- ❖ Maintain & Update Membership Log and Shooting Range/Classroom Accounts receivable
- ❖ Prepare and mail membership letters & membership cards
- ❖ Pay accounts payable
- ❖ Maintain and Reconcile General and Raffle Accounts
- ❖ Prepare and make deposits to General and/or Raffle Accounts
- ❖ Prepare and provide Receipts to individuals/agencies requesting for record
- ❖ Provide Certified Public Accountant with necessary documentation to prepare annual tax filings (FY July 1 – June 30) and Payroll (1099) Reports Annually
- ❖ Provide information, coordinate preparation & publication of MCPOA newsletter – The Lawman
- ❖ Prepare Notice of Election (March for May Election) and Coordinate recruitment for Board of Directors
- ❖ Provide information and coordinate placement of information in MCPOA website with webmaster
- ❖ Serve as Event Coordinator to coordinate with vendors/catering/venues and organize special events: Peace Officer of the Year, Support Services/Employee of the Year, Police Memorial, Board of Directors Election, Golf Tournament, Cioppino & spaghetti Feed, and all other special events as directed by Board of Directors
- ❖ Prepare event flyers with reservation form
- ❖ Prepare Reservation logs for each event
- ❖ Maintain Accounting/Financial information for each event and report out to the Board final financial net profit or loss
- ❖ Maintain Awards Log
- ❖ Prepare MCPOA Award Certificates
- ❖ Communicate (email and/or letter) with agency Director/Chiefs regarding Board's action on requests for MCPOA Awards
- ❖ Coordinate attendance of Award recipients for presentation at MCPOA events
- ❖ Prepare Board of Directors Monthly Meeting Agenda Packet and email to Board in PDF format
- ❖ Prepare & Maintain Board of Director Monthly Meeting Minutes and follow-up on Board action and/or direction
- ❖ Attend all events and meetings.