

**COUNTY OFFICIALS ASSOCIATION OF TENNESSEE (COAT)  
POSITION DESCRIPTION – Executive Director**

**Position:** COAT Executive Director

**Anticipated Start Date:** June 1, 2017

**Salary Range:** \$115,000 - \$125,000 plus benefits

**Required Qualifications:**

1. Bachelor's degree from accredited college or university, or equivalent combination of education, training, and experience
2. Ability to monitor, analyze, and report on legislation and advance the legislative agenda of the Association
3. Ability to effectively communicate and act as spokesperson for the Association
4. Ability to manage the financial affairs of the Association
5. Ability to travel statewide
6. Bondable

**Desired Qualifications:**

1. Prior county government experience
2. Familiarity with the offices of trustee, county clerk, clerks of court, and registers of deeds
3. Three to five years of management experience or equivalent combination of education, training and experience

**Description of the Association:**

The County Officials Association of Tennessee (COAT) is a non-profit statewide organization of county trustees, county clerks, state court clerks, and registers of deeds. COAT was formed in 1968 to coordinate the efforts of county officials with respect to training and intergovernmental relations while providing a cooperative information sharing environment. COAT is managed by a board of directors.

**General duties of this position:**

The Executive Director is a full-time position in charge of daily functions and operations of COAT. The Executive Director manages the financial affairs of the association including, but not limited to, the collection of member dues and management of the COAT annual conference. The Executive Director handles all legislative matters, including lobbying to advance the legislative agenda of COAT in the Tennessee General Assembly, reviewing all legislation filed with the Tennessee General Assembly to determine its potential impact on counties, analyzing and monitoring legislation that may affect the offices of the member county officials, and providing regular legislative updates to members. The Executive Director serves as spokesperson for COAT, including matters in the General Assembly, with state agencies, and with other associations of county officials. The Executive Director regularly travels statewide to meetings of county officials and speaks to groups on substantive and training matters. The position and office are based in Nashville.

**Resume Deadline:** Resumes should be submitted to [COATRESUME@MCGTN.NET](mailto:COATRESUME@MCGTN.NET) by April 3, 2017.

Candidates should submit a letter of introduction, resume, and two (2) letters of reference.