

EXECUTIVE DIRECTOR
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY
Part-time position. Compensation negotiable commensurate with qualifications.

The Leon County Educational Facilities Authority is a public body corporate and politic authorized by Florida Statutes Chapter 243 and created by enactment of the Board of County Commissioners of Leon County for the purposes of providing institutions of higher education within Leon County with additional means and methods to provide facilities and structures in support of their educational missions, and as further defined within the statute.

The Leon County Educational Facilities Authority is seeking an Executive Director. Part-time services are sought; the Executive Director will be an independent contractor to be paid a negotiated monthly fee. **The position does not constitute employment by Leon County; there are no available employment benefits such as health insurance, vacation, retirement or the like.**

The Executive Director oversees general operations managed by other contract managers of dormitories and student apartment communities. The Executive Director works with a volunteer board of directors appointed by the Leon County Commission and is responsible for coordinating appropriate flow of information to board members, notice and conduct of meetings and the like. Further duties of the Executive Director are set forth in Florida Statutes Chapter 242, with which the applicant must be familiar. Necessary qualifications and experience for the position include, but are not limited to, a background in dealing with financial institutions, records management, public boards and entities, familiarity with tax-exempt financing, student housing, accounting and financial management as well as with landlord/tenant, construction and legal issues. Proficiency with QuickBooks and other accounting and financial management programs and general administrative and word processing skills are required.

A resume and letter of application (cover letter expressing interest in the position and detailing qualifications, experience, compensation expectations, etc.) or any inquiries should be directed to the current Executive Director, Bob Kellam, lcefa9@gmail.com. Reasonable accommodations and assistance are available to disabled applicants under the Americans with Disabilities Act (ADA).

The application deadline is Friday, June 29, 2018. The Leon County Educational Facility Authority intends to fill the position as soon as possible thereafter.