

**JOB DESCRIPTION**  
**PRESIDENT AND EXECUTIVE DIRECTOR**  
**OHIO READY MIXED CONCRETE ASSOCIATION**

**POSITION**

The Executive Director serves under the direction of the ORMCA Board of Directors through the Executive Committee in accordance with the bylaws of the association. The Executive Director is responsible for conducting the day to day activities of the association. The Executive Director keeps the Board informed, via the Executive Committee, on any matters of importance concerning the operation of the association. The Executive Director is directly responsible for the oversight of all planning, development, implementation and continuance of all activities and programs of the association and carries them out at the direction of the ORMCA Board.

**DUTIES AND RESPONSIBILITIES**

1. Directs and participates in the development and implementation of goals, objectives, policies and procedures, directs and ensures proper coordination of all administrative affairs, prepares and submits to the Board of Directors reports of financial, staffing, program, and other administrative activities; prepares agenda and related document for the board, attends and participates in Board of Directors meetings to receive general direction.
2. General administration: Develops and implements organizational and program plans; researches applicable laws, legislation, and regulations; prepares reports, correspondence and memos; develops and prepares forms, records, charts and other operational materials, and implements operations systems to achieve effective workloads and workflow.
3. Prepares and delivers final presentations before various public and private concerns; attends meetings, conferences, and seminars. Acts as a representative to NRMCA and Con Agg Convention, World of Concrete Convention, ACI local and national activities, misc construction industry committees, ODOT and other government entities.
4. Secures and coordinates the service of outside sources such as business insurance; computer systems, vehicles and equipment, office supplies and furnishings, and legal or other advising/support services.
5. Financial administration: Prepares and submits to the Board the annual budget for Board approval; monitors and evaluates accounting systems, audits of accounts, and internal control methods; establishes the method and means of determining fiscal accountability; reviews and approves accounts payable, payroll, and any requisitions.
6. Personnel administration: Performs immediate supervision of staff. Develops and revises personnel policies, rules, procedures and directives, job specification performance evaluation methods, and all personnel forms and records, ensure compliance with applicable federal and state employment laws and regulations, make hiring, performance and disciplinary determinations; conducts staff meetings and wage surveys and recommends to the Board of Directors wage increases based on meritorious performances; hears and resolves complaints, problems, grievances, and maintains employee personnel and other confidential records.

7. Promotion: Oversees all ORMCA publications and communications. Acts as Editor in Chief of the Concrete Connection newsletter and the Ohio Concrete promotion magazine.  
Regional Promotion Groups. Works closely with Regional Promotion Groups providing direction as needed and administratively oversee the Regional Promotion Directors. However the hiring, firing or any disciplinary actions of Regional Promotion Directors will be the Regional Promotion Board's responsibility. ORMCA Executive Director will sit on each Regional Promotion Board.  
  
ODOT. Will administratively oversee and manage the activities of the ODOT Liaison. Will work with the Ohio Concrete Contractors Association (OCCA) to confirm their expectations. Will utilize ODOT Liason on ORMCA activities as time permits. Discuss any personnel actions regarding the ODOT Liaison with OCCA representative, prior to action being taken.
8. Legislative and Lobbying: Overall responsibility for all legislative and lobbying efforts. Coordinate activities of 3<sup>rd</sup> party with OCCA and other members. Specifically any actions that may be taken to hire, fire or adjust compensation for services rendered of the 3<sup>rd</sup> party must be reviewed and approved by the OCCA and ORMCA Board.
9. Member Services: Assure that the ORMCA staff is responsive to specific member requests and the association is meeting the needs of its members. Responsible for periodic contact of current members to reinforce how ORMCA can help them. Responsible for the recruitment of new members.

## **REQUIREMENTS**

1. Undergraduate degree.
2. Supervisory experience; ability to motivate and manage people.
3. Ability to work hours required which may exceed 40 and schedule will change.
4. Periodic to frequent travel.
5. Construction industry experience required; concrete experience preferred.
6. Expected to spend majority of time based out of ORMCA's Columbus office.