

## JOB DESCRIPTION – ADMINISTRATOR, IRON ORE HERITAGE RECREATION AUTHORITY

The Administrator of the Iron Ore Heritage Recreation Authority (IOHRA) works for the Board of the IOHRA as provided by the Articles of Incorporation signed in May of 2007. The IOHRA is responsible for the building, management, maintenance, and interpretation of the Iron Ore Heritage Trail, currently a 47-mile, year round, multi-use, interpretive rail trail across the Marquette Iron Range from Republic to Chocolay Township. The majority of funding for the building, managing, and maintenance is through a tax millage that was voted in by the residents of Chocolay Township, City of Marquette, Marquette Township, Negaunee Township, City of Negaunee, City of Ishpeming, Tilden Township, and Republic Township.

The administrator will:

- Provide direction for IOHRA on financial sustainability, maintenance, and amenities
- Set agendas and provide meeting minutes for IOHRA monthly meetings and any other meetings as directed by the Board
- Work with Board on maintenance plans and priorities
- Follow through with IOHRA priorities and provide updates to municipal partners by attending their meetings when necessary
- Be responsible for correspondence to and from IOHRA and keeping files of all correspondence
- Prepare financial records of IOHRA including monthly bills, annual budgets, monthly financial statements, and all other financial transactions using Quickbooks
- Hire bookkeeping and auditor and provide assistance when necessary
- Maintain leases needed for IOHRA for land, buildings, etc.
- Maintain relationships with local, State, Federal organizations and agencies as needed for the building and maintenance of the Iron Ore Heritage Trail and amenities including trailheads, signage, piers, etc.
- Provide for sustainable funding sources for the trail and guidance on fundraising as needed to provide for financial fitness of IOHRA
- Administrate and coordinate grant funding for all local, State, private, or Federal grants received by the IOHRA
- Provide Grant research, writing, and/or supervision of any grant subcontractors
- Provide administration/coordination of committees/volunteers for trail amenities including signage, mile markers, benches, kiosks, artwork, and any other amenities as asked for from Board of IOHRA

- Provide liaison between Board and local municipalities and organizations
- Provide marketing and public relations of the IOHT including local, state and federal publications, media and social networks
- Provide as media liaison for all public relations for IOHRA
- Coordinate any special events as directed by the Board of the IOHRA
- Attend continuing education and training opportunities
- Oversee maintenance plans of IOHRA including subcontractors, volunteers, and/or employees
- Performs all other duties as may be prescribed by direction of the Board