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**Executive Director**

**Ramona Robertson Administrative Assistant**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Title**: Executive Director

**Posting:** March 18 – April 19, 2019

**Location**: Work from home

**Facilitator**: President Matthew Gamette

**Contact**: 208.608.2301 (phone)

[ASCLDApplications@gmail.com](mailto:ASCLDApplications@gmail.com) (email)

**Description**: This permanent part-time position is designed for the employee to work from their home or own office. Occasional overnight travel will be required.

**Position Summary**: The ASCLD Executive Director will provide administrative support to the Board and shall serve at the pleasure of the Board. The Executive Director shall manage all daily business affairs of ASCLD including processing of all materials associated with committees, maintenance of records, coordination of meetings, and maintenance of financial and budgetary records, newsletter and website publications and the oversight of any administrative staff and will act as a liaison between the Board and the governmental and private communities.

**Qualifications**: Must possess at least a baccalaureate degree from an accredited college or university. A minimum of five years crime laboratory experience in one or more disciplines of forensic science and a minimum of three years in management within a forensic laboratory is required. This experience should include managing personnel, budgets and data systems. Knowledge of Microsoft Word and Excel is essential to this position and knowledge of Access and Quickbooks is desirable. Experience in maintaining a website is highly desirable. Ability to organize complex tasks, manage deadlines and interact with a wide range of stakeholders in forensic science is essential. Should have experience with media relations, and understanding of policy, grant management and governmental processes. Excellent verbal and written communication skills are required.

**Salary Range**: $45,000 - $52,000 annually. Hours of work will vary, but averages between 20 – 30 hours per week. All travel related expenses associated with the position will be covered by ASCLD. Telephone, computer, and a multi-function printer will be provided by ASCLD for ASCLD-related business use.

**Application Procedure**: Individuals interested in this position must submit the ASCLD Application for Employment (https://goo.gl/forms/gy8P3hi06doAdYZR2). A resume/CV will be submitted as part of the application form and will not be evaluated without the application. Other required documentation is listed on the application.

The tentative start date is within 30 days of the interview. Interview site to be announced.

Final selection may be based upon several factors, e.g., results of an oral interview, review of past work performance, and/or the candidate’s possession of the knowledge, skills, and abilities deemed necessary for successful performance in the position.