

**Rhode Island Convention Center Authority
Executive Director**

To administer, manage and direct affairs and business of the Authority, subject to policies, control and direction from the Board of Commissioners. Direct and supervise Authority personnel in the performance of their duties. Assure compliance with purchasing procedures established by the Board or statutorily mandated.

Serve as liaison between Authority and State, municipal and civic groups. Participate in various meeting, convention and hospitality related committees. Assure Authority compliance with Board directives and policies. This necessitates preparation of meeting material and participation in all Board and subcommittee meetings.

Assure Authority compliance with statutory and administrative requirements of the State through on-going monitoring of administrative directives and advice from general counsel. Assure Authority compliance with requirements of the bond indentures and credit requirements entered into by the Authority through full understanding of the on-going requirements of the bond documents and directives from Bond Counsel and Bond Trustee.