

SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS

JOB TITLE: Executive Director
DEPARTMENT(S): General Administration

JOB STATEMENT:

Subject to the authority of the Board of Directors, manages, directs, and supervises the administration of the Council of Governments, the Development Corporation, and any other subsidiary corporation created by the Council of Governments to assist in furthering its chartered purposes. Either directly or through subordinate supervisors, will supervise all Council of Governments' employees.

JOB DUTIES:

- ◆ Manages and supervises all departments, agencies and offices of the Council of Governments to achieve goals within available resources. Plans and organizes workloads and staff assignments. Trains, motivates and evaluates assigned staff. Reviews progress and directs changes as needed.
- ◆ Provides leadership and direction in the development of short and long range plans. Gathers, interprets and prepares data for studies, reports and recommendations. Coordinates department activities with other departments and agencies as needed.
- ◆ Provides professional advice and reports on activities including internal operations, staffing, configuration and other matters to the Board of Directors and department directors. Makes presentations to councils, boards, commissions, civic groups, and the general public.
- ◆ Responsible for implementing the COG's personnel policies and procedures.
- ◆ Communicates official plans, policies and procedures to staff and the general public.
- ◆ Assures that assigned areas of responsibility are performed within the budget. Performs cost control activities. Monitors revenues and expenditures to assure sound fiscal control. Prepares annual budget requests. Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- ◆ Develops positive relationships with the members of the Board of Directors for good rapport and communications.
- ◆ Develops positive relationships with the news media which will lead to good communications about regional issues and Council activities.
- ◆ Develops positive relationships with all appropriate Congressional officers, federal agencies, state and local agencies and their staffs to ensure personal knowledge of available assistance and opportunities for cooperation among all governmental levels and units.
- ◆ Develops knowledge of and positive relationships with local elected officials and their governmental units throughout the region and ensure that the activities of the Council are directed toward strengthening general purpose local governments in the four-county area.
- ◆ Represents the Council in interagency and intergovernmental planning functions, seminars, conferences, and briefings in the Santee-Lynches region, as well as on the state and national levels.

- ◆ Represents the Council in public presentations before various groups and organizations to explain the programs, policies and activities of the Council.
- ◆ Provides direct, technical assistance to local governments in conjunction with the Council's technical assistance efforts.
- ◆ Determines work procedures, prepares work schedules and expedites work progress; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- ◆ Appoints and removes all department directors and employees of the Council of Governments.
- ◆ Prepares and submits a preliminary annual COG budget and work program. Administers the adopted budget and work program.
- ◆ Actively participate on agency's management team with Deputy/Finance Director and Office Director for purpose of making both broad management decisions as well as personnel decisions.
- ◆ Conducts board meetings, including agenda preparation in partnership with Board Chairman and coordinating other Directors' agendas for committee meetings/activities/reports.
- ◆ Conduct/carry out special projects as necessary.
- ◆ Perform other duties as assigned by the Board of Directors.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIRED:

This position by necessity requires demonstration of a high level of professional performance, productivity and situation awareness. Its success is measured by the successful and timely completion of assigned duties satisfying the mission and values statement of the organization. Specific desired KSAs include:

- ◆ Considerable knowledge of modern policies and practices of public management; working knowledge of local government finance, human resources, planning, economic development, Geographic Information Systems, community development, and new and emerging technologies.
- ◆ Experienced in various aspects of human relations as it relates to employee performance and intra/interagency personnel conflict problem solving/resolution.
- ◆ The ability to present both written and verbal communications in at an expert level is imperative.
- ◆ The knowledge and experience appropriate to analyze and interpret financial and economic data and communicate the results in a comprehensive and understandable manner.
- ◆ Ability to conduct independent research and prepare proposals outlining details and elements essential for implementation and successful completion of a project.
- ◆ Ability to professionally represent the Council in both technical and procedural matters and to establish and maintain effective working relationships with a range of public and private individuals and groups as they relate to specific areas of the Council's interest.

EDUCATION AND EXPERIENCE REQUIRED:

- (A) Master's Degree in Public Administration and Management, Urban and Regional Planning, Public Organization or Finance, and
- (B) A minimum of ten (10) years of executive managerial experience in closely related fields;
or
- (C) Any equivalent combination of education and prior work experience with demonstrated competence to successfully fulfill duties assigned to this position.

This company reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".

Executive Director: Administration