

JOB TITLE: Executive Director

DEPARTMENT: Executive Director, North Central Alabama Regional Council of Governments

JOB SUMMARY: This position is responsible for planning, organizing, and directing the overall administration of the North Central Alabama Regional Council of Governments (NARCOG).

MAJOR DUTIES:

- Provide leadership for the formulation, design, supervision, and implementation of Agency programs and activities and ensure that programs and activities comply with the requirements of State and Federal laws and regulations.
- Work with the Board of Directors for approval of Agency programs and activities; prepare the agenda and supporting attachments for meetings of the Board of Directors; keep the Board and other appropriate public officials informed of progress and any pertinent matters relating to the Agency operations.
- Work closely with citizens groups, elected officials, various boards and committees, and with municipal, county, state, and federal government officials to promote better understanding and effectiveness of Agency programs and activities; coordinate information dissemination and publicity; respond to relevant news reports and complaints or inquiries about Agency programs or personnel.
- Strive to maintain funding levels and seek new funding sources, including procurement of funding from member governments and requisition of committed funds from funding agencies; implement Agency programs within budgetary limits; maintain appropriate insurance.
- Administer and monitor Agency budget including review and approval of budgeted expenditures; review and revise budget proposals as needed; present budget proposals to the Board of Directors for approval; present and provide financial records for periodic audit.
- Lead, direct, assign, and evaluate the work of division directors engaged in overseeing the Regional Planning Agency, the Area Agency on Aging and the Regional Transit Agency as well as the Department of Administration and Finance; direct and administer the activities of Agency staff in compliance with policies and procedures authorized by the Board of Directors.
- Conduct regular staff meetings with division directors to keep abreast on ongoing programs and personnel needs and to ensure division directors are informed of other Agency programs and activities.
- Provide oversight of technical assistance to local communities as appropriate, including the application for and administration of State and Federal grants for local public improvements; monitor activities of all contract and grant programs.

- Administer personnel policies and procedures; oversee recruitment and selection of new employees; oversee periodic performance evaluation; make recommendations to the Board pertaining to salary increases; conduct disciplinary action when necessary; determine staff training and development needs.
- Keep abreast of new programs and changes in existing programs; attend conferences, seminars, and workshops to enhance personal professional abilities and program effectiveness.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration, city and regional planning, aging and senior services, and transportation planning and operations.
- Knowledge of recent developments, current literature, and sources of information in the field of public administration, city and regional planning, aging and senior services, and transportation planning and operations.
- Knowledge of local, state, and federal legislation and programs relating to the work of the Agency.
- Skill in analyzing a wide variety of complex data and exercising independent judgment in arriving at conclusions.
- Skill in oral and written communication including public speaking and report preparation, and presentation of ideas and technical material clearly and concisely.
- Ability to plan, assign, direct, and review the activities of the staff in a manner conducive to high efficiency and morale.
- Ability to maintain effective working relationships with a wide range of individuals and groups including representation of the Agency in policy, technical, and procedural matters.
- Willingness to travel.
- Willingness to work non-standard hours.

SUPERVISORY CONTROLS: The Board of Directors assigns work in terms of Agency goals and objectives. The work is reviewed through observation of agency operations for the nature and propriety of results.

GUIDELINES: Guidelines include North Central Alabama Regional Council of Governments policies and procedures, relevant Federal and State laws and regulations, government accounting procedures, OMB circulars, and State and Federal contracts. These guidelines require judgment, selection, and interpretation in application. This position develops agency guidelines.

COMPLEXITY: The work consists of varied administrative and analytical duties in directing the operations of the North Central Alabama Regional Council of Governments. The variety of governing

guidelines to be followed and the need to be sensitive to political factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to direct and manage the operations of the North Central Alabama Regional Council of Governments. Successful performance assures the effective provision of services for citizens within the region.

PERSONAL CONTACTS: Contacts are typically with local and state elected and appointed officials, public service providers, other agency administrators, co-workers, community and business leaders, human service professionals/planners, educators, healthcare providers, advocacy groups, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, motivate and influence persons, and negotiate and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over agency personnel.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree (master's preferred) in public administration, business administration, city and regional planning or other field of study related to the work of the Agency.
- Five years of directly-related professional experience, including three years at a senior administrative level
- Possession of or ability to readily obtain an Alabama driver's license.
- Ability to be bonded.