

Job Description: EXECUTIVE DIRECTOR

CLASS NO.: Exempt

EEOC CATEGORY: Official and Administrator

PAY GROUP: Exempt

FLSA: Exempt

SUMMARY OF POSITION

The Executive Director is the Chief Executive Officer of the West Central Texas Council of Governments, performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization. Duties include advising on policy matters; representing the organization; administering policies established by the Executive Committee of the Board of Directors; developing and administering procedures; and coordinating and directing all programs, financing, and intergovernmental relationships.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Committee
2. Directs: Department and program directors and has overall responsibility for Council staff.
3. Other: Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups, and the media.

EXAMPLES OF WORK

Essential Duties:

Keeps Executive Committee informed on progress in all program areas and on any other pertinent matters relating to organizational operations.

Encourages and takes positive steps to assure participation in Council activities by the membership.

Prepares materials for and assists with meetings of the Executive Committee and the Board of Directors.

Prepares and/or presents proposed annual budget to Executive Committee for review, and recommendation and submission to the Board of Directors.

Develops plans for the financial and program aspects of the Council, as well as for the professional and educational development of the staff.

Supervises programs and administrative functions of the Council and provides general leadership and direction.

Monitors state and federal programs and financial assistance activities to keep the Council abreast of current problems and opportunities in the area.

Signs checks as the responsible signatory authority.

Executes contracts, agreements, and other documents as the Council's responsible signatory authority.

Makes oral and/or written presentations to the Executive Committee and Board of Directors.

Represents the Council in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public.

Attends seminars and workshops as needed and approved.

Represents the Council at the local, state, and national level as needed; and

Makes final decision on appointment and removal of employees and recommends employment of consultants to Board of Directors as needed.

Other Important Duties Include:

Serves as Executive Director of the West Central Texas Economic Development District and the West Central Texas Regional Foundation,

May review and edit publications, and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; and budgeting and multi-funded financing procedures and operations.

Skill/Ability to: establish and maintain effective working relationships with officials in local, state, and federal government, and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate, and effectively use staff; demonstrate proficiency in both oral and written communication; and work independently and creatively.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis, and research, plus at least four years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience.

or bachelor's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis and research, plus at least six years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.