

EXECUTIVE DIRECTOR

FLSA: Exempt

Job Summary

The Executive Director serves as the chief executive and chief administrative officer of the planning district commission. This position provides oversight and strategic direction to the activities and team members of the commission.

Essential Functions

The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Directly supervises commission staff, assuring appropriate recruitment, training, and satisfactory job performance. Monitors, coordinates, and evaluates work of commission staff. Approves all personnel action with the appropriate involvement of the Personnel Committee and Executive Committee.
- Serves as the Commission's risk manager, with a focus to include risk control and loss prevention for property, liability, human resources, and fiscal risks. Manages and suggests risk avoidance and risk mitigation strategies, to include appropriate use of insurance.
- Prepares and administers the Commission's Annual Work Program and annual budget.
- Serves as the liaison between the Commission and the Virginia General Assembly, local governments, and state and federal agencies.
- Oversees the preparation and administration of the regional strategic plan per the Virginia Regional Cooperation Act and the Comprehensive Economic Development Strategy per the Economic Development Administration.
- Oversees the management of the Commission's Revolving Loan Fund per federal, state, and local laws and regulations.
- Oversees the procurement for and coordination of the Commission's annual audit and the dissemination of the results to appropriate governmental entities and the Executive Committee.
- Oversees the procurement of regional contracts, such as property appraisal, solid waste management, water supply management, wastewater treatment, telecommunications, etc.
- Shares responsibility with the Executive Committee Chair as the Commission's spokesperson. Serves as the Commission's representative for professional organizations. Such organizations may include the Virginia Association of Planning District Commissions, Executive Directors Associations, National Association of Development Organizations, and the Development District Association of Appalachia.

MARGINAL FUNCTIONS

- Administers federal, state, and regional intergovernmental review process.
- Serves as trustee for the Commission's 457(b) retirement plan.
- Administers and manages the Commission's cost allocation plan per appropriate agency approval.
- Serves as Secretary to the Commission.
- Assists the Treasurer in management of Commission funds.
- Performs administrative duties relating to Commission meetings, i.e. meeting notification, agenda preparation, and dissemination of minutes.

SUPERVISION RECEIVED

This job reports to the Executive Committee and full Commission.

SUPERVISORY RESPONSIBILITIES

This job is responsible for the overall supervision of the entire staff of the Commission.

PHYSICAL AND ENVIRONMENTAL FACTORS

Physical Demands

- Tasks involve the ability to exert light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of generally light weight.
- Subject to working hours significantly beyond regularly scheduled hours; attends evening and overnight meetings.

Sensory Requirements

- Uses a keyboard for typing or data entry
- Uses a mouse or other input device for data input – GIS, databases, etc.
- Uses computer, telephone, calculator, and other basic office equipment.

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions.
- Tasks may be performed outside during all seasons.
- Travels to off-site locations both within and outside the Mount Rogers Planning District.

MINIMUM QUALIFICATIONS

Education and Experience:

Masters' degree in planning, public administration, or related field and three to five years experience in community development, planning, and management.

Knowledge, Skills and Abilities:

- Knowledge of the geography of the region
- Knowledge of basic office equipment
- Strong knowledge of appropriate software applications – MS Office, web applications
- Ability to analyze and solve moderately difficult and complex problems
- Ability to deal courteously and effectively with the public, elected officials, town/county/city staff, and MRPDC staff
- Strong written and oral communication skills

Licenses or Certifications:

A valid Commonwealth of Virginia driver's license.