

EXECUTIVE DIRECTOR

Position: Executive Director

Supervises: All exempt and non exempt employees of the agency.

FLSA Status: Exempt

Gives work direction to: Directors of of the various agency areas and the Manager of Human Resources.

Reports to: INRCOG Board

Revision date: February 2002

POSITION SUMMARY

At will position appointed by the INRCOG Board of Directors and responsible for the performance and oversight of all aspects of a wide variety of administrative, financial, and planning duties for the daily operation of a public agency as directed by the Agency's Executive Committee and Board.

ESSENTIAL JOB DUTIES

- Demonstrates innovation and sound judgment in planning, organizing, directing, coordinating and evaluating the operations, programs, activities and services of the entire organization.
- Prepares and submits annual operating budget to the Executive Committee and Board of the agency in a timely manner and in the proper format.
- Develops financial management plans and strategies for consideration and approval of the Executive Committee and Board.
- Implements the approved budget.
- Regularly apprises the Executive Committee and Board of the organization's financial condition, and of anticipated future funding needs.
- Develops and oversees implementation of organization's rules, policies and procedures.
- Appoints, suspends, and terminates all agency employees according to applicable law and organizational policy.
- Supervises the official conduct of all appointees.
- Approves promotions, transfers, reclassifications, job evaluations, demotions, disciplinary actions, and other personnel actions.
- Develops and implements appropriate training programs for agency employees. Oversees the employee grievance system and appeal process.
- Initiates policy recommendations for consideration by the Executive Committee and Board and responds to requests from municipal and county governments in the region for research or recommendations on policy issues.
- Prepares agenda for all meetings of the Executive Committee and Board as required by state law.
- Attends all meetings of various agency boards as required. Responds to questions, complaints and other concerns from board members.
- Represents the agency to the media and community groups.
- Prepares news releases; conducts press conferences; and gives interviews. Edits bi-monthly agency newsletter.
- Executes contracts on behalf of the agency.
- Supervises the performance of all contracts for work to be done by the agency. Oversees purchase and inventory of materials and supplies.
- Provides general supervision and inventory of agency property.

- Supervises the construction, improvement, repair, maintenance, and management of all agency property.
- Makes recommendations regarding financing of all agency projects.
- Contributes to a quality work environment by establishing and maintaining high job related personal standards and acts as a role model for other employees by exhibiting strong leadership traits.
- Perform all other job related duties designated by the INRCOG Executive Committee and Board.

INCIDENTAL JOB DUTIES

None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of principles, practices, and objectives of public administration, including extensive knowledge of financial administration, generally accepted accounting principles, and personnel management.
- Knowledge of governmental operations, standards and practices, including knowledge relating to public relations, economic development, land use and urban planning and zoning.
- Knowledge of local, state and federal laws, and regulations relating to counties and municipalities.
- Knowledge of and ability to interpret and apply, local, state and federal laws and regulations relating to municipalities, particularly the following areas of municipal and county government: legislative process; finance; property assessment and taxation; budgeting and accounting; revenue financing; public employment and collective bargaining; contract letting; bonding; urban renewal; economic development; and zoning.
- Ability to perform complex and varied work, interpret technical information; gather and analyze financial information; conduct statistical analysis and prepare related reports; and analyze complex information in order to make sound decisions and recommendations.
- Ability to establish effective working relationships with employees, co-workers, department heads, public officials, and the public.
- Ability to detect deviations and variances from established regulations and skill in identifying appropriate corrections.
- Skill in using modern office equipment, including computers and word- processing, and spreadsheet software; and telecommunications equipment.
- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex material in a manner that is easy to understand.
- Skill in personnel management, including the ability to effectively interview, hire, train, assign, motivate, counsel and discipline employees, and the ability to direct and evaluate the work of employees.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling and climbing; using hands and arms to grasp or reach; and lifting, carrying, pushing and pulling.
- Ability to attend work regularly at the designated place and time and ability to work under strict time constraints.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six county region to meet with elected and appointed officials.

ENTRY REQUIREMENTS

Education/Training: B.A. Degree in Business Administration, Public Administration or a closely related field; M.A. Degree in Business or Public Administration preferred;
and

Work Experience: Minimum of 5 years of Public Sector Administrative experience ;
or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: None, except State of Iowa Drivers License or ability to provide own transportation and driver.

Required post-offer physical examinations: Employer may require a physical examination that complies with state and federal guidelines.

Required drug testing:None

Residency requirement: None

Other testing required: Employment contingent upon satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday, from 8:00 am to 5:00 pm. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six county region and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The Agency reserves the right to change or reassign job duties or combine positions at any time without prior notice.

INRCOG Board Chair signature and date

Executive Director signature and date