

**BOONSLICK REGIONAL PLANNING COMMISSION
JOB PROFILE**

Job Title: Executive Director

Reports Directly To: Boonslick Regional Planning Commission Executive Committee

Supervises: All full-time and part-time staff employed by the Boonslick Regional Planning Commission

General Description: The Executive Director is responsible for the overall leadership, direction, administration, coordination and implementation of all Boonslick Regional Planning Commission programs. This person shall be responsible for development of future projects and/or programs that are necessary to the future of the Boonslick Regional Planning Commission, the region, and its membership.

Boonslick Regional Planning Commission is a voluntary association of local governments within Lincoln, Montgomery and Warren counties. An Executive Committee of 6 members is elected from the general membership to oversee the Executive Director and management of the organization. This committee is responsible for the hiring of the Executive Director.

Specific Responsibilities:

- Overall administration of BRPC programs and related activities.
- Coordination of BRPC programs and related activities with those of federal, state, regional and other local agencies to ensure maximum benefits to member local governments and to eliminate any possible duplication of services.
- Ultimate responsibility for BRPC's fiscal and recordkeeping activities.
- Management of the BRPC's staff, including hiring, performance evaluation, disciplinary action and dismissal actions.
- Assist the chairman in conducting regular and special BRPC meetings, including preparation of necessary meeting materials.
- Act as the BRPC spokesperson for its adopted plans, policies and other official actions.
- Develop regional goals and objectives based on input from member local governments.
- Prepare necessary funding application forms and related progress or performance reports for the organization's continued operation of desired programs and its receipt of related federal and/or state funds.
- Develop BRPC operational and individual program budgets.
- Implement the organization's regional planning activities.

- Provide grantsmanship and other technical assistance to member local governments.
- Provide technical assistance to other agencies and organizations as well as the general public upon request.
- Inter-governmental coordination between BRPC, its member local governments, federal and state legislators, federal and state agencies, and other entities pertinent to the Boonslick Region.

Desired Qualifications

- **Leadership**-successful candidates will need to have a proven record of effective leadership. Leadership requires the ability to identify problems; evaluating resources and solutions, developing a vision, objectives, and action items; create collaborative partnerships when necessary; inspire others to action; and being a respected leader in the community.
- **Organizational Management**-successful candidates will need to have the ability to direct the resources of a public agency to achieve the organization's mission. Organizational management will require enlisting board engagement, evaluating staff performance, maintaining public accountability and transparency, and creating and promoting the overall mission and objectives of the organization.
- **Financial Management**-successful candidates will need to have the ability to manage the financial aspects of the organization including budgeting for the organization operations currently at \$1.3M; maintaining financial records; managing, and tracking and reporting pass through funding. Successful candidates will need a clear understanding of audit requirements and processes for public agencies, will need to understand generally accepted accounting practices, will need to be familiar with direct and indirect cost allocation plans, will possess the ability to manage the cash flow of the organization, and possess the ability to understand and interpret financial statements.
- **Personnel Management**-successful candidates will need to have experience directing a team of professional staff members. Understanding employee motivation, promoting staff responsibility and accountability, and maintaining a highly efficient and effective work environment is desired. Ability to motivate, lead and inspire staff is essential.
- **Board Management**-successful candidates will have experience working with a board of directors. Board management will include the ability to effectively communicate with the local leadership and maintain strong board involvement and engagement in the activities of the organization.
- **Project Management**-successful candidates will need to demonstrate experience in managing a number of diverse projects simultaneously. Project management includes developing projects, allocating resources to projects, understanding project objectives and outcomes, maintaining project compliance and reporting requirements, and adhering to project budgets and timelines.

Personal Attributes

- Organized
- Self-motivated
- Visionary
- Energetic/ambitious
- Honesty/Integrity

Skill Sets

- Strong oral and written communication skills
- Ability to manage multiple projects
- Ability to research and understand data sets and interpret data into meaningful information
- Ability to convene regional leaders to address issues of regional significance
- Ability to lead a diverse staff of professionals
- Ability to maintain a culture of innovation and creative problem solving amongst the staff
- Ability to develop and maintain interpersonal relationships with regional leaders, partners, staff, board members, and funding agencies as appropriate
- Ability to interpret state and federal laws, regulations and rules in order to understand implications to member organizations of the regional planning commission

Other Factors

- Some travel is required.