

# Job Description

## Executive Director Job Description

### Nature of Work

The Executive Director is responsible for directing the administrative and technical activities of the Mid-Missouri Regional Planning Commission (Mid-MO RPC). The Director reports to, and will follow any other instructions and perform any other related duties as may be required by the Board of Directors.

### Key Responsibilities

- Coordinating and overseeing all programs administered by the Mid-MO RPC, with special emphasis on community and economic development.
- Acting as liaison with national, state and local government officials and agencies, other planning commissions, related organizations and the private sector.
- Develop and implement effective methods of communication with local elected officials in the region.
- Formulating and recommending program and budget policies to the Board.
- Overseeing and directing activities involved in procuring all funds necessary for effective and ongoing operation of the planning commission.
- Research and write federal, state and/or foundation grants for the Mid-MO RPC or its member governments.
- Become familiar with a wide variety of federal, state and private finance programs and processes.
- Administering and reporting functions for certain commission grants including the Economic Development Administration, the Department of Natural Resources, the Mo. Department of Economic Development, The State Emergency Management Agency, USDA, the Mo. Department of Transportation and others as required.
- Promoting commission activities through public speaking functions, contact with news media, professional organizations and other public interest groups.
- Oversight of staffing and personnel matters.
- Travel as required. Some travel may require overnight stays.
- Performance of any other task assigned by the Board of Directors.

### Qualifications

Graduation from an accredited college or university with major emphasis in public administration, planning, business, economics or other closely related fields of study and five or more years of increasingly responsible experience in regional planning, community development, public administration or related field. Must have initiative, tenacity and commitment to understand and persevere in the pursuit of activities that will enhance the ability of local governments to provide services in the most cost effective, efficient manner possible. The individual's personality is conducive to working with superiors, peers,

subordinates and members of the public from all socio-economic and cultural backgrounds. A dedication to public service and problem-solving skills is necessary. Must possess a valid driver's license.

#### Physical Requirements

Must be able to communicate effectively in writing, by phone, and in person; must be able to drive and/or ride long distances; must be able to travel to events and meetings in the region, throughout the state and across the nation if necessary; night time driving is necessary; constant use of hands and arms to type and write in order to complete necessary paperwork; must be able to sit long periods of time; must be able to lift boxes of files to move them from one location to another.

#### Compensation & Benefits

Mid-MO RPC offers a competitive compensation and benefit package. The pay for the position is depending on experience/education. Benefits include: LAGERS retirement and progressive paid time off.