

Southeast Alabama Regional Planning & Development Commission

Executive Director

JOB SUMMARY: Provides leadership for the formulation, design, supervision and implementation of programs and activities of the Commission. Works with local government officials, boards, committees, citizen groups, etc. to promote understanding and the effectiveness of agency programs and activities. Plans, coordinates, assigns, directs, administers and monitors agency programs and budget. Makes recommendations to the Board concerning programs and activities of the Commission. Provides economic development technical assistance to communities, groups, citizens, businesses, etc. and works toward expansion of economic development resources and programs as needed. Has overall responsibility for personnel, purchasing, and other financial matters. Works to promote the agency and program through various means. Works with the Board to promote effective governmental relations.

DUTIES AND RESPONSIBILITIES

Leading and Directing

Motivates, communicates with, and leads staff in accomplishing a variety of program objectives. Assumes responsibility with Board for all activities performed by Commission employees. Ensures work is performed effectively and efficiently. Promotes the concepts of planning, teamwork, goal setting, and staff training and personnel improvement.

Human Resources

Oversees the human resources activities of the Commission. Responsible to the Board for personnel matters. Responsible for the proper administration of the agency's grievance policy and conducts disciplinary action and discharge of employees as necessary. Oversees annual employee appraisal process. Conducts annual performance appraisal of all department directors and direct reports.

Fiscal Management

Monitor's all of Commission's efforts toward meeting objectives, including funded programs. Plans, coordinates, administers and monitors agency budget. Supervises and recommends to the Board of Directors approval of the annual agency-wide budget. Oversees the activities of the Administrative and Fiscal Departments. Periodically reviews financial statements ensuring charges are being properly assigned to various projects and ensuring necessary agency, state, federal, and general accounting guidelines are followed. Ensures preparation of various records and reports as required by state and federal agencies.

External and Governmental Affairs

Works closely with Department Directors and staff to plan promotional activities and to publicize Commission efforts to area citizens, state officials, and other interested parties. Maintains a close liaison with local, state, and federal officials who might impact on Commission efforts. Approves all news releases related to Commission's activities. Participates in Alabama Association of Regional Councils activities as an Executive Director and AARC Board member.

Planning

Serves as chief administrative official of Board of Directors of Regional Planning Commission. Develops and obtains Board approval for Commission policies and plans as needed. Meets with Board quarterly to review activities and keep members advised of Commission's efforts in seven-county region. Assists department directors in assessing department needs. Works with department directors in setting goals and objectives and planning special events. Helps plan and promote agency goals.

Organizing

Develops and obtains approval for Commission's organizational structure. Determines professional and support positions required to facilitate accomplishment of goals.

QUALIFICATIONS

Credentials and Experience. Bachelor's degree in economics, public administration, business administration, human resources, political science, or related area. Master's degree desired. Five years' experience in administrative capacity OR appropriate combination of education and experience.

Special Requirements. Possess valid Alabama driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings and workshops. Be willing to work irregular hours as duties demand.

SPECIAL REQUIREMENTS

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands.

TO APPLY: Please visit the employment page at www.searpc.org for **REQUIRED** application or call 334-794-4093 ext 1415 for more information. **Please note that Transcripts are REQUIRED to apply for this position.** Applications must be received by close of business 8-25-17.

Sending Application

Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302

Email: areed@searpc.org

Fax: 334-794-3288

EOE/E-verify

Posted: 8-4-17 Closes: 8-25-17
