

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
1514 South New Road
Waco, TX 76711
(254) 292-1800**

August 12, 2011

To: Interested Individuals/Agencies

From: Heart of Texas Council of Governments
1514 South New Road
Waco, TX 76711
254 – 292-1800

Subj: Employment Posting Notice

The Heart of Texas Council of Governments (HOTCOG) is seeking applications for the position of Executive Director. The Executive Director is the chief administrative officer of the regional council, responsible for organizational leadership of 35 employees and an \$18 million overall budget. This Executive Director position reports to the HOTCOG seventeen member governing body and serves over 80 local governments in a six county region. The Executive Director must have the ability to work effectively with local government officials and volunteer boards such as the Economic Development District, Area Agency on Aging, Transportation Transit Authority as well as federal, state and local funding agencies.

Applicants must complete and submit a HOTCOG application for employment by the close of business on Friday, September 9, 2012. Application and job description are available at the Heart of Texas Council of Governments, 1514 South New Road, Waco, TX 76711 or by e-mail at mary.mcdow@hot.cog.tx.us. If you have any questions regarding this notice or would like a fax copy of the application, please contact Mary McDow at (254)292-1800. Application must be on file to be considered for employment. HOTCOG is an Equal Opportunity Employer.

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POSITION DESCRIPTION:

TITLE: Executive Director

SALARY: Negotiable, Commensurate with Qualifications and Experience

FLSA: Exempt

SUMMARY OF POSITION

The Executive Director is the chief administrative officer of the regional council, performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization. Duties include advising on policy matters; representing the organization; administering policies established by the governing body; developing and administering procedures; and coordinating and directing all programs, financing, and intergovernmental relationships.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Governing Body.
2. **Directs:** Department heads and has overall responsibility for regional council staff.
3. **Other:** Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups, and the media.

DUTIES AND RESPONSIBILITIES:

Keeps governing body informed on progress in all program areas and on any other pertinent matters relating to organizational operations;

Encourages and takes positive steps to assure participation in regional council activities by the membership;

Prepares materials for and assists with meetings of the membership and the governing body;

Prepares and/or presents proposed annual budget to the governing body for review, recommendation, and submission to the membership;

Develops plans for the financial and program aspects of the regional council, as well as for the professional and educational development of the staff;

Supervises programs and administrative functions of the regional council and provides general leadership and direction;

Monitors state and federal programs and financial assistance activities to keep the regional council abreast of current problems and opportunities in the area;

Signs checks as the responsible signatory authority;

Directs the review process of grant applications submitted to the regional council for review and comment;

Makes oral and/or written presentations to the regional council's governing body;

Represents the regional council in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public;

Attends seminars and workshops as needed and approved;

Represents the regional council at the local, state, and national level as needed; and

Makes final decision on appointment and removal of employees and recommends employment of consultants to governing body as needed.

May review and edit publications; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; and budgeting and multi-funded financing procedures and operations.

Skill/Ability to: establish and maintain effective working relationships with officials in local, state, and federal government, and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate, and effectively use staff; demonstrate proficiency in both oral and written communication; and work independently and creatively.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis, and research, plus at least four years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

or bachelor's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis, and research plus at least six years of experience in public administration, including managerial, supervisory, planning, and intergovernmental relations experience;

or high school graduation, or its equivalent, plus at least ten years of progressively responsible experience in public administration, including managerial, supervisory, planning, and intergovernmental relations experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

