



# Job Announcement Executive Director

**WHATCOM COUNCIL OF GOVERNMENTS (WCOG)** is seeking a dynamic and visionary leader to serve as the successor to their current Executive Director who is retiring after 16 years of service to the organization.

## OUR MISSION

To provide general and special governments with an organized means of providing a more unified response to significant issues of this regional Whatcom County community.

## ABOUT WCOG

WCOG currently has 12 full-time employees with an average annual budget of \$1.5 million.

WCOG is one of hundreds of councils established across the country to facilitate and encourage cooperation among counties, cities, and other entities such as ports and non-governmental organizations.

WCOG was formed in 1966, along with other Councils of Government in the State, under Washington Administrative Code. This action was preceded by federal enabling legislation leading to the establishment of Councils of Government in states with the intent of creating coordinating bodies to facilitate cross-jurisdictional issues. WCOG was named in 1981, by the Washington State Governor, as the region's Metropolitan Planning Organization (MPO) and in 1990 as the Regional Transportation Planning Organization (RTPO) under the Washington State Growth Management Act (GMA). WCOG is charged with meeting transportation planning requirements specified in the GMA and by the U.S Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Those two designations are the primary WCOG programs.

Other WCOG activities include being the local Census Affiliate which is a responsibility related to gathering demographic information; administering the WA – BC border stakeholder group, the International Mobility and Trade Corridor Project (IMTC); and administering a citizen group appointed to advise the MPO/RTPO Policy Board, the Community Transportation Advisory Group(CTAG). WCOG also administers the regional Whatcom Smart Trips program, EverybodyBike program, and oversees related projects including trail development, scenic byway designations, and Safe Routes to School.



Alderwood Elementary



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## **ABOUT THE POSITION**

The Executive Director is responsible and accountable for the overall supervision and management of the Whatcom Council of Governments (WCOG) which provides general and special governments with a unified means of responding to issues affecting the region. This position provides vision and consultation to Council regarding WCOG's involvement and leadership in transportation and non-transportation related region-wide issues. The Executive Director oversees all agency activities towards accomplishing the mission and goals as established by the WCOG Council. Serving at the will of the Council, the Executive Director position is appointed by the full Council.

## **POSITION DESCRIPTION**

### **ESSENTIAL JOB FUNCTIONS**

1. Oversees the administration and operations of all programs within WCOG.
2. Develops annual work program and budget for membership adoption based on agency goals as defined by the membership and Executive Board.
3. Directs and supervises assigned personnel, including selection, training, coaching and timely performance evaluations. Provides overall leadership to entire organization to ensure individuals work collaboratively to reach organizational goals.
4. Maintains fiscal management oversight including budget monitoring, appropriate reporting, timely grant billing and reporting, etc.
5. Develops, recommends and administers personnel policies and other agency policies for effective operations.
6. Keeps fully informed of federal, state and grant funding sources for all WCOG program activities as well as legislation and regulations which will have an impact on programs.
7. Maintains regular communications and builds collaborative relationships with cities, the County, tribal, and other appropriate entities on Council of Governments' issues. Provides assistance to member governments with initial project planning or funding resource identification.
8. Coordinates and maintains familiarity with regional transportation planning and associated documents for which Council of Governments is responsible.
9. Seeks and identifies grant and other funding opportunities. Provides process for intergovernmental review function to review federal grant applications for consistency with regional goals and policies.
10. Represents WCOG at meetings of various legislators and governing bodies discussing problems, issues, and possible solutions.
11. Establishes agendas and ensures necessary preparations are made for various meetings related to the Council (Executive Board, Full Council, Transportation Policy Board and subcommittees). Assists in the meeting facilitation to encourage productive interchange among jurisdiction representatives.
12. Keeps the Council fully informed of critical information relating to the functioning of WCOG.
13. Attends professional meetings and conferences to maintain currency on developments and issues important to the mission of the WCOG.

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## **OTHER JOB FUNCTIONS**

14. Performs other duties or projects as requested by the Council or subcommittee.

## **QUALIFICATIONS**

### **Knowledge, Skills, and Abilities:**

- Working knowledge of transportation policy, legislation and budgets at the federal and state level.
- Knowledge of principles and practices of public administration, including personnel management, budgeting, and public process.
- Strong fiscal and budgetary skills.
- Ability to plan, organize, schedule, and manage various projects.
- Demonstrated management skills including leadership/supervision, conflict resolution, problem analysis and decision-making, adaptability, flexibility, and time management.
- Excellent oral and written communication skills; ability to work with diverse personnel, public officials, and community organizations; effective presentation skills.
- Ability to quickly master new information to become knowledgeable about public and private sector grant sources and their procedures; local, state, and federal programs and procedures in regional planning areas such as transportation, economic development and environmental quality.

### **Education and Experience:**

- Bachelors Degree with coursework concentrations preferred in public administration, business administration/finance, or regional planning.
- Five or more years supervisory experience with at least five years documented experience in budget analysis and management.
- Experience obtaining and managing grants.
- Experience working with a Board of Directors.
- Public sector process experience preferred.
- Other combinations of education and experience that provide the incumbent with the necessary qualifications may be considered as determined by the Council.

### **Licenses/Certificates:**

- Valid Washington State driver's license and proof of insurance at time of hire and throughout employment for work-related travel.
- Appropriate documentation to cross the Canadian border (enhanced driver's license or US Passport).

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

Work is generally performed in an office environment. Duties involve travel to attend meetings and conduct work; travel required within the area, region and outside the state, as well as Canada. Incumbent must be able to effectively utilize computers and related software, computer printers, photocopier, telephone system (multiple line), and fax.

Essential functions require sufficient mobility to move throughout the office and utilize office equipment; ability to read normal and fine print; hear to receive information and speak clearly

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and distinctly to provide information over a telephone, in person or in a group presentation. Must be able to remember essential information and concentrate for long periods of time. Must sit in meetings or at a desk or computer for extended periods. On occasion, will carry supplies/materials up to 30 pounds from vehicle to building for meetings and presentations. Must be able to travel to various locations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **PAY & BENEFITS**

WCOG offers a competitive compensation and benefits package. Annual salary range \$87,400 - \$107,491 with starting salary dependent on qualifications.

## **TO APPLY**

For application materials please go to <http://www.wcog.org>. Applications received by **February 15, 2012** will receive first consideration. Equal Opportunity Employer.