



## ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

4205 N. Lincoln Blvd, Oklahoma City, OK, 73105

Contact: Beverly Garner, [bgarner@acogok.org](mailto:bgarner@acogok.org), (405) 234-2264

[www.acogok.org](http://www.acogok.org)

## EXECUTIVE DIRECTOR

A rare and unique opportunity exists for a forward-thinking, driven and confident professional to serve as Executive Director of the Association of Central Oklahoma Governments.

### About ACOG

ACOG is an organization of, by and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments.

Originally established in June of 1966, ACOG is one of 11 Councils of Governments in the State of Oklahoma, and one of several hundred planning organizations across the country.

[COGs] have become highly successful vehicles for change. To learn more about the substates visit [oarcok.org](http://oarcok.org).

### Position Overview

Serving at the pleasure of the Board of Directors, the Executive Director provides the overall leadership, vision and strategic direction for the Association of Central Oklahoma Governments. The position is responsible for administrative duties of running the organization, including personnel staffing; executive oversight of a complex budget, and management of technical and policy committees.

The Director plays an active role in performance management; accountability; establishing and monitoring performance measures; relationship building; coordinating and collaboration with local, state and federal stakeholders, both public, private and nonprofit.

### Candidate Profile

The ideal candidate will be a poised and seasoned executive with excellent communication skills. Strong preference for individuals with regional coordination and planning experience, and a proven track record as a skilled negotiator. In addition, we desire an executive director with exceptional interpersonal skills and relational abilities, which are vital to building and sustaining a strong rapport with ACOG's many stakeholders and investors.

**We are most interested in candidates who possess the following:**

- A Master's degree or higher in public administration, regional/urban planning, political science, law or a closely allied field.
- Proven leadership abilities as demonstrated by at least 10 years of experience managing professional staff in a public agency
- Experience managing complex budgets
- A successful track record working with policy and technical boards and/or commissions
- Knowledge of local, state and federal issues relating to ACOG programs and projects

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primarily indoors with occasional local travel required.
- Irregular hours of work may occasionally be required.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently walks; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; climbs or balances; and stoops, crouches, and kneels.

Occasionally lifts and/or moves objects up to 50 pounds.

Specific vision abilities include close, color, peripheral, and the ability to adjust focus.

**Job Location**

ACOG is located in the corridor of Oklahoma State Government about 1.5 miles from the state capitol building, and about three miles from the heart of downtown Oklahoma City.

The job will be performed primarily at the Association's offices, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma, 73105.

**Compensation**

In addition to a comprehensive benefits package, the annual salary for this position is negotiable starting at \$150,000 annually depending on qualifications.

## **ACOG Functions**

### **MPO**

ACOG serves as the Metropolitan Planning Organization (MPO), whose primary role is to lead comprehensive, coordinated and continuous transportation planning. ACOG works with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Oklahoma Department of Transportation (ODOT), area transit providers, local governments, the public and other stakeholders to prepare the long-range metropolitan transportation plan and short-range implementation programs.

### **Policy Boards**

- Association of Central Oklahoma Governments (ACOG) Board of Directors
- 9-1-1 ACOG Board of Directors
- Intermodal Transportation Policy Committee (ITPC)

### **Technical and Advisory Committees**

- Intermodal Transportation Technical Committee (ITTC)
- Areawide Planning and Technical Advisory Committee (APTAC)
- Citizens Advisory Committee (CAC)
- Bicycle-Pedestrian Advisory Committee (BPAC)
- Air Quality Committee
- 9-1-1 Technical Committee
- Garber-Wellington Aquifer Committee
- Central Oklahoma Economic Development District Advisory Board

### **Coalitions and Task Forces**

- Regional Transportation Authority Task Force
- Central Oklahoma Clean Cities

### **Memberships**

- National Association of Development Organizations (NADO)
- National Association of Regional Councils (NARC)
- SouthWest Region Executive Directors Association (SWREDA)
- Oklahoma Association of Regional Councils (OARC)

**How To Apply**

To be considered for this opportunity, the following information must be included in your application packet

- Completed ACOG employment application (Download: <http://www.acogok.org/application>)
- A letter of interest describing how your skills and experience would be a good match for this position
- A current resume and curriculum vitae that includes a summary of experience, education and employment history
- Three to five letters of recommendation

**Deadline**

February 14, 2018

**Send To**

Association of Central Oklahoma Governments

Beverly Garner, Executive Assistant

4205 N. Lincoln Boulevard

Oklahoma City, Oklahoma 73105

[bgarner@acogok.org](mailto:bgarner@acogok.org)

Oklahoma City, Oklahoma 73105

*All applicants will receive confirmation of receipt of their applications, which will be copied to the Chairman of the ACOG Board of Directors. No phone calls, please.*