



JOB POSTING

Job Title: Executive Director

Classification: Exempt

Salary: Commensurate with experience; Full benefit package

Deadline to apply: 12/31/17

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Working knowledge of Tri-County Council and its subsidiaries
- Thorough knowledge of the functions & operations of regional organizations
- Understanding knowledge of the workings of local, state and/or federal government
- Knowledge of professional planning functions
- Experience in administrative & project planning
- Possess organizational administrative, budgeting, and financial management skills
- Directly supervise the LSWA Director, Transit Director, Administrative Services Director and the Executive Coordinator
- Promote the region to support & expand economic development opportunities
- Represent the region at local, state and national meetings & conferences
- Establish and maintain effective working relationships with private, non-profit, and public sector officials

REQUIREMENTS AND SKILLS:

- Supervisory skills
- Prefer experience in working with a Board of Directors of a non-profit organization
- Prefer experience in working with government entities.
- Employment contingent on satisfactory results of a criminal background check
- Able to manage priorities and meet deadlines
- Good public speaking and writing skills
- Able to read, analyze & interpret government regulations, financial reports and legal documents
- Bachelor degree in related field or 5 years of government/ non-profit work experience

BENEFITS:

- State of Maryland Employees Health & prescription coverage for you & your family
- Dental, Vision, Life, AD&D, Long Term Disability Insurances
- Maryland State Retirement
- Annual, Personal & Sick Leave
- Holiday pay
- Agency vehicle

If you are interested in applying for this position, please notify Human Resources in writing by email at jobs@tcclesmd.org; by fax at 410-341-8979; or by regular mail to TCC, 31901 Tri-County Way, Suite 201B, Salisbury MD 21804. You may pick up & drop off an application at the One Stop Job Market, located at the same building address. The Employment Application can also be found at www.lowershore.org. You must **include a resume, a completed employment application form, or cover letter** detailing your experience as it relates to this position.

Equal Opportunity/Affirmative Action Employer