



Richland, WA

**EXECUTIVE DIRECTOR**  
**\$105,000 - 120,000 DOQ**

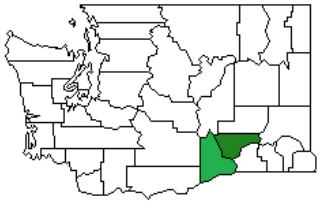
*Plus Excellent Benefits*

*Apply by*  
**October 25, 2020**  
*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Located among the Columbia, Yakima, and Snake Rivers in south-eastern Washington, the Benton-Franklin Council of Governments (BFCG) facilitates a cooperative

approach to regional problem solving in Benton and Franklin County. The area averages 300 days of sunshine a year, allowing residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf to wine touring to outdoor theater.

BFCG offers the right candidate an excellent career opportunity while working with a dedicated team to provide excellent services to others in a vibrant community with a bright future!

**THE REGION**

Embedded in the heart of wine country and a rich agriculture community, Richland is located at the confluence of the Snake, Yakima, and Columbia Rivers and its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities (population 273,100), fourth largest metropolitan area in Washington State.

Because of the mild climate and an abundance of warm, clear sunny days each year, Tri-City residents can enjoy a variety of outdoor recreation activities including hiking the trails of Badger Mountain, water-skiing or kayaking on the Columbia River, hitting the links at one of the ten beautiful golf courses, or horseback riding through Red Mountain wine country.



The Tri-Cities is also a sports minded community, providing many public athletic facilities and two professional sports teams: Tri-City Americans WHL Ice Hockey and Tri-City Dust Devils, a professional Single A affiliate of the San Diego Padres. The region has its share of fine sports venues in the mix, boasting state-of-the-art softball fields and many soccer and baseball fields. Residents enjoy the Tri-Cities' unique local flavor, excellent school system, low crime rate, diverse recreational opportunities, and regional attractions. Richland is just a few hours' drive from the major urban centers of Seattle, Spokane and Portland, and the Tri-Cities Airport has direct flights to Seattle, Denver, Salt Lake City, Las Vegas, Minneapolis, Los Angeles, Phoenix and San Francisco.

For more information about the Tri-Cities area, visit:

- [www.visittri-cities.com](http://www.visittri-cities.com)
- [www.tricityregionalchamber.com](http://www.tricityregionalchamber.com)
- [www.tridec.org](http://www.tridec.org)

**THE ORGANIZATION**

Established as a voluntary association of the units of local government in the two-county region in 1966, BFCG is the Metropolitan Planning Organization (MPO) for the Kennewick-Pasco-Richland metropolitan area located primarily in Benton and Franklin counties. BFCG is also the Regional Transportation Planning Organization (RTPO) designated by the state of Washington for an area encompassing almost 300,000 people. BFCG is comprised of 17 member organizations and serves as a forum for making decisions about transportation issues in the planning area, preparing planning documents addressing all modes of transportation, and maintaining an ongoing regional dialogue regarding transportation efforts in the region.

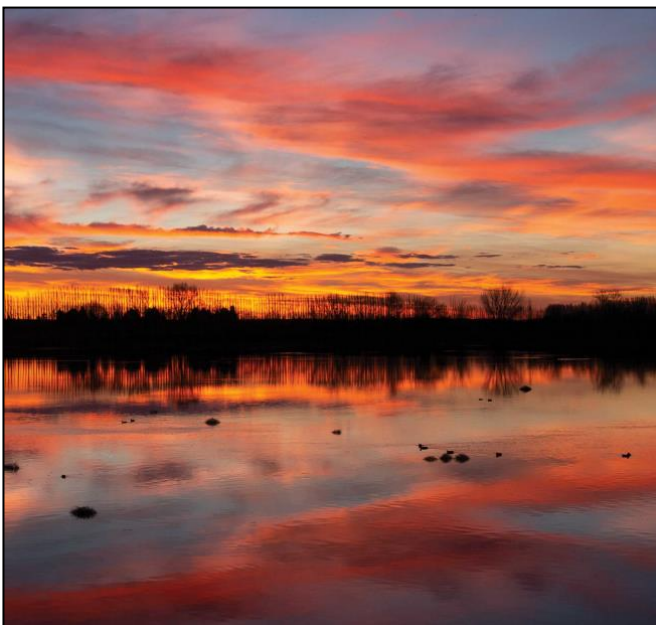






BFCG is governed by a Board that presently has 17 regular members, 1 associate member, and 2 affiliate members who meet monthly to discuss such regional issues, make decisions regarding the Benton-Franklin Council of Governments, and to discuss Metropolitan and Regional Transportation Planning issues. BFCG operates on a 2020 budget of \$1.3 million including grants and contracts with 10 FTEs. Services provided include transportation planning, economic and community development planning, loan programs, and administrative contract services for other entities such as public facilities districts.

In addition to the regular governing board, the Economic Development District (EDD) designation requires a separate EDD board which governs planning activities of the Economic Development District and loan program actions. NFCG's Economic Development District Board includes the regular BFCG board members, and 9 additional private sector members.



## THE POSITION

Under the policy direction of the BFCG Board and Executive Committee, the Executive Director plans, organizes, and directs the agency's work programs, including regional programs related to transportation, economic and community development, and technical assistance, and directs administrative operations, planning, and intergovernmental coordination functions. The Executive Director will direct the implementation of programs, procedures, and services that support agency policies and goals as the area's Regional Transportation Planning Organization and Metropolitan Planning Organization and Economic Development District. For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. Work with the Board and staff to develop a plan to communicate to members and partners the functions of the BFCG and the value it brings to the region's citizens, business community and governments.
2. Continue the process of developing the transportation plans for which BFCG is responsible and assist the Board in reviewing, adopting and disseminating the plans to all member agencies, partners and stakeholders.
3. Maintain and enhance the positive, forward momentum that BFCG has experienced in the last two years.
4. In conjunction with the Board and staff, develop and implement an annual strategic planning and goal setting process.
5. Work with the Board to finalize and adopt the 2021 budget.
6. Assist the Board in the current effort to amend the BFCG by-laws.
7. Complete adoption of a new Employee Handbook.
8. Prepare for the new representatives to the Board who will be appointed after the November elections, to include an orientation on the BFCG's rolls and board member responsibilities and briefings on projects and initiatives.
9. Develop agency wide training plans and processes (e.g. public records) for all staff, financial policies and procedures handbook and desk guides for all positions.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's degree in Business or Public Administration, Government, Urban/Regional Planning, Transportation Management, Political Science or a related field is required, along with ten (10) years of increasingly responsible experience working in high-level public policy development, regional/intergovernmental relations, urban and regional planning, transportation planning, economic development, or related fields, and five (5) years of successful management and supervisor experience. Previous experience working for a Council of Governments is highly desirable.

### Necessary Knowledge, Skills and Abilities:

- Excellent oral and written communications skills.
- The ideal candidate will be a strong, supportive, transparent, servant leader who is willing to consider new ideas and not micromanage staff.
- The ability to remain calm under pressure and a demonstrated high emotional intelligence.
- The ability to develop big picture goals for the Organization and the ability to deliver identifiable outcomes with minimal oversight from the Board.
- Experience building relationships with stakeholders; local, regional, state, and federal representatives; and engaging with the community.
- Knowledge of public finance and budgeting, transportation grant programs and economic development loan programs, and of human resources management.

## COMPENSATION & BENEFITS

- **\$105,000 - \$120,000 DOQ**
- Medical, Dental, and Vision
- Health Reimbursement Account
- Life Insurance
- Long-term Disability Insurance
- Defined Contribution Plan/401a
- Retirement Health Savings Account
- Deferred Compensation Plan/457
- 18 Days of Annual Leave
- 6.5 Days of Sick Leave
- 9 Holiday's plus 2 Floating Holiday's
- 37.5-hour Standard Work Week

For more information,  
please visit:  
[www.bfcog.us](http://www.bfcog.us)



Benton-Franklin Council of Governments is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**Benton-Franklin Council of Governments, WA – Executive Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

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