

The Capital Area Council of Governments is seeking candidates for a Deputy Executive Director. This position is responsible for the agency's administrative functions including contracts, grant funding, budgeting, performance measures, and compliance issues, and works closely with the executive director to develop and implementation internal policies, procedures, standards, and priorities for the administrative functions of CAPCOG. Applicants should have broad knowledge of administrative procedures, budgeting, procurement, contract administration, human resources, and general knowledge of information technology services.

- EDUCATION:** Bachelor's degree from accredited college/university with major coursework in accounting, finance, public administration, or related field is required.
- EXPERIENCE:** At least 6-8 years of progressive experience in general administrative management duties in a government agency
- HIRING SALARY RANGE:** \$128,000 to \$145,000 depending on experience and qualifications
- APPLICATION CLOSING DATE:** December 30, 2021
- BENEFITS:** CAPCOG provides Medical, Dental, Vision, Life & AD&D, at no cost to employees, and offers a generous 401K program. Other benefits include voluntary insurance options, vacation and sick leave accruals, personal and optional holidays, and more.

Submit a complete and signed CAPCOG application to the attention of Lauren Matthews to JobApps@capcog.org, by mail, or fax. CAPCOG will not consider resumes without completed applications. "