

Job Description

TITLE: Deputy Director

CATEGORY: Full Time Professional (Exempt)

SUPERVISORY RESPONSIBILITIES: Directs and oversees technical, administrative, and operations staff in support of the Executive Director. In addition, the Deputy Director acts for the Executive Director in their absence.

SUPERVISOR: The Deputy Director works under the supervision of the Executive Director

SALARY RANGE: Salary range \$107,000 to \$120,000, depending on qualifications and experience.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: This position works closely and in alignment with the Executive Director to oversee all aspects of the organization, particularly focused on the organization's performance and participation in local and regional planning and municipal service and collaboration efforts in housing, economic development, sustainability and climate resiliency, transportation, land use, GIS, and other local and regional planning and service programs.

Contract Administration and Management

- Assist the Executive Director with prioritization of work, assignments, and reviews of ongoing technical assistance
- Assist the Executive Director and the Council in strategic planning and policy development
- Assist with employee evaluations and performance reviews
- Assist the Executive Director and Finance and Benefits Manager with the development of the annual budget and any needed mid-year adjustments
- Assist the Executive Director to maintain cost controls relative to salaried staff time and direct costs for current contracts
- Assist staff with grant administration and reporting
- Assist the Executive Director with employee professional development and connecting employees to training opportunities and cultivating new educational resources
- Assist the Executive Director, Finance and Benefits Manager, Transportation Director, and smart growth planning leader with tracking ongoing progress and to assess and monitor work load, reporting deadlines, budgets, and planning for new program opportunities
- Develop project proposals, work programs, RFPs, contract documents and project/contract budgets
- Provide input and advice to the Executive Director regarding staff recruitment and hiring decisions
- Mentor staff project leads in their support services to member communities and the region

Public Affairs and Communications

- Oversee the agency's public outreach program to ensure inclusiveness, compliance with state and federal requirements, and alignment with the agency's strategic plan
- Assist with ongoing efforts to improve internal and external communications of the agency
- Assist with agency publications, newsletters, annual reports and other public educational materials
- Assist with media relations initiatives including press releases, social media platforms, and opinion pieces
- Assist with visual identity/branding and website
- Work with the Director to identify, implement, or resolve challenges in meeting organizational initiatives, goals, and objectives
- Assist with the development, communication, and implementation of organizational direction and leadership
- Interface with state and federal elected officials and funding agencies relative to technical and contractual issues
- Cultivate, maintain, and sustain relationships with legislative delegation and assist in the development of materials and resources relative to legislative and funding priorities for NMCOG
- Establish and maintain positive working relationships with local, state, and federal agencies, community-based and regional organizations, institutional leaders and funders, the business community, and the public.
- Prepare and deliver presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups
- Attend Council meetings and other meetings with member municipalities to provide organizational and project updates as needed

Planning Oversight and Activities

- Initiate and direct new program development, including but not limited to, managing functional planning projects and providing direction to assigned project staff
- Focus upon the technical areas and background and experience related to the Deputy Director's skill set
- Prepare, review and assist in the development and production of technical studies and reports
- Ensure that all planning documents and technical work meet NMCOG's professional standards and fulfill contractual obligations
- Prepare, assign, or manage reports covering complex technical analyses on various planning issues including policy recommendations
- Monitor current trends, developments and changes in the field of planning, including legislation, regulatory changes, court rulings, and professional practices

and techniques, share information, and engage staff in learning about and discussing trends

Performing other duties as assigned

Minimum Qualifications:

REQUIRED SKILLS

- Ability to thrive in a dynamic, highly visible work environment with demonstrated political acumen and effective diplomacy necessary to navigate in a political environment and within a broad range of interests.
- Ability to think strategically and execute in a high-level policy environment utilizing data driven decisions and industry best practices
- Ability to prioritize multiple tasks, responsibilities and projects.
- Ability to build group agreement through dialogue and compromise when faced with differing opinions and competing priorities is a necessity
- Exceptional written and oral communication skills which will be used to implement strategic communication and public outreach plans
- Excellent leadership skills with the ability to plan and oversee staff work programs
- Excellent interpersonal and presentation skills: listening, conflict resolution, facilitation, clear communication and presentation of meetings, workshops, and community forums.
- Demonstrated skills in working cooperatively with a multitude of state and federal agencies, municipal leaders and groups, business organizations, non-profits, and various stakeholders.
- Must be able to respond positively and proactively to unexpected agency opportunities and challenges.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Candidates for this position must have either a Master’s degree in planning, design policy, public administration, management, or a related technical field plus at least five years of relevant job experience, or a Bachelor’s degree in planning, design policy, public administration, management, or a related technical field plus at least seven years of relevant job experience. Candidates must demonstrate management experience as demonstrated by project management, contract management, personnel management, or other abilities to manage local or regional planning efforts. Work experience in the public sector is desired, preferably with a local or regional agency or planning-related organization or firm. Candidate should have extensive knowledge of the principles and practices applied in local and regional planning and municipal services. Familiarity with laws, regulations and policies relevant to NMCOG’s programs.

LICENSES, CERTIFICATIONS, AND EQUIPMENT

- A valid driver's license is required
- AICP certification preferred but not required

Physical Requirements:

- The ability to operate a computer and standard office equipment
- A driver's license and ability to travel across the NMCOG region
- Attendance at evening meetings

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Jennifer Raitt, jraitt@nmcog.org. Candidates selected to interview may be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.