

## **East Central Intergovernmental Association (Dubuque, IA)**

Posted date: June 6, 202

### **Executive Director**

**Salary: \$144,938-\$172,285**

The Executive Director is the chief executive officer of the agency and is responsible for directing and coordinating the administrative affairs of the agency; assist in developing and carrying out organizational and policy matters; developing and overseeing agency programs and services as set forth by the ECIA Council and subsidiary boards and commissions managed by ECIA. The Director participates in the strategic direction of agency processes and facilitates their continuous improvement and implementation. The Director works closely with program directors and managers aiding with day-to-day program operations; assisting with grant writing and administration; and program oversight as needed.

The Director acts as a liaison with member agencies as well as national, state, and other local agencies and officials. In addition, the Director carries the responsibility for creating and maintaining a productive team-oriented environment as well as representing the best interests of the organization in the external relationships.

### **Responsibilities**

#### **Leadership Responsibilities**

- Ensures there is appropriate training and professional development for staff members.
- Prepares and implements staff administrative policies.
- Prepares personnel policies for approval by the Executive Committee and ECIA Council and implements these policies.
- Promotes the philosophy of team spirit, out-of-the-box thinking, innovation, openness, honesty, to affect an organizational culture where such practices are commonplace.
- Responsible for the hiring, reviewing, promoting, reprimanding, and dismissing of all ECIA staff and its subsidiary programs and responsible for overseeing the employee grievance system and appeals process.
- Conducts staff meetings to ensure programs are operating efficiently, meeting benchmarks and goals, and updates and informs staff on personnel and administrative policy changes.
- Reviews and maintains all staff and board policies and recommends additions or changes to the appropriate board for approval.

#### **Management Responsibilities**

- Serves as the chief spokesperson and negotiator for the agency and communicates the organization's position to public and private agencies, individuals, and the media.

- Represents the agency and the ECIA Council as a liaison to local, state, and national interests.
- Promotes good public relations and conducts relations on behalf of the organization with representatives of the news media.

### **Informational Responsibilities**

- Reports to the ECIA Executive Committee and Council and other affiliated boards on the development and execution of the agency strategic plan, work program, policy matters, and services.
- Oversees the fiscal and management affairs of ECIA, working closely with the Director of Finance and Administration and reports to the applicable policy body and local, state, and federal agencies.
- Prepares, with input from the department directors and managers, the annual operating budget and amended budget, and monitors and reports on budget activities and performance to the ECIA Executive Committee and ECIA Council.
- Coordinates all agency activities and programs and continuously evaluates the organizational structure to ensure it is designed to function in an effective and efficient manner.
- Works closely with program directors and managers to develop and administer local, state and federal plans and grants, including reporting, compliance and oversight.
- Oversees all fiscal, board, staff, and management affairs for ECIA subsidiary programs and services including the Eastern Iowa Regional Housing Authority, Eastern Iowa Regional Housing Corporation, EIRHC Housing Trust Fund, ECIA Business Growth, Inc., Prosperity Eastern Iowa, Dubuque Metropolitan Transportation Study, Regional Planning Affiliation 8, Regional Transit Authority, East Central Development Corporation, Community Solutions of Eastern Iowa, Eastern Iowa Rural Utility Services Systems, etc.
- Ensures program activities are consistent with the approved ECIA Strategic Plan and mission.
- Identifies and monitors changes in Federal, State and Local initiatives and keeps the Council informed of the changing circumstances and makes recommendations for the organization to respond to those changing circumstances.
- Recruits and provides ECIA Council member orientation for new ECIA Council members.

ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply.

### **Qualifications**

- Bachelor's degree in planning, public administration or related field and management experience in a planning agency, council of governments, nonprofit, or similar agency.
- Minimum of five years of supervisory experience is required, as well as three to five years of direct departmental program direction and supervision.
- Thorough knowledge of planning or public administration theory, budgeting and fiscal management, strategic planning, principles and practices and associated fields related to planning, economic development, housing, transportation, and public management.
- Considerable knowledge of human resources and organizational development with the ability to supervise personnel in a manner that results in efficient performance, high morale, to achieve results, and ability to work with a wide range of personalities.
- Knowledge of federal, state, and local legislation, guidelines, and procedures required. Ability to organize and direct the work of professional and technical personnel; establish and maintain effective working relationships with local, state, and national officials and the general public; make independent decisions, prioritize and manage time; ability to express ideas effectively, both orally and in writing.
- Possess skills in research, grant writing, statistical analysis, and general accounting practices. Possess knowledge of office procedures, computer operations and software applications, and business practices.
- Must possess a valid driver's license, a clean driving record and be insurable under ECIA's and EIRHA's insurance policy.
- Employee must live in the ECIA five county region of Dubuque, Delaware, Jackson, Cedar, and Clinton counties with the ECIA Dubuque office as their home base location.

### **How to Apply**

### **How to Apply**

Interested candidates may submit an online application at [www.iowacog.com/applications](http://www.iowacog.com/applications).

Applications will be closed on **August 30, 2023 at 5:00 pm CST**.



2023

*Empowering communities and their people through sustainable partnerships; promoting equity and inclusivity; and providing services to enhance the quality of life in the region.*

OPEN POSITION

# Executive Director



## ABOUT ECIA

East Central Intergovernmental Association (ECIA) is committed to working with member governments, their citizens, and others to empower eastern Iowa communities and enhance the quality of life in Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. We exist because of the need for local governments facing similar problems to cooperate in finding solutions. Through ECIA membership, local governments share resources they could not afford individually.

### *Service & Program Categories*

The services and programs provided by ECIA cover six broad categories:

1. Community Development
2. Economic Development
3. Housing Assistance
4. Special Programs
5. Transit
6. Transportation and Planning

### *Recent Projects*

ECIA proudly completed several projects in 2022. View the full list at [ecia.org/publications/index.php#outer-226](https://ecia.org/publications/index.php#outer-226).

## RECENT PROJECTS

### **Bear River Cottages Pocket Neighborhood**

Planning for the Bear River pocket neighborhood began in 2009 after a housing needs study indicated that 300 new homes are needed by 2025. ECIA, along with its partners, creatively addressed the need for responsibly-priced housing by building new, safe, and affordable homes. All homes were sold and occupied by June 30, 2022.



Bear River Cottages Pocket Neighborhood

### **Iowa DNR Derelict Building Program**

Initially built as a lumber storage facility before 1895, the Hopkinton facility at the corner of Chestnut and SE 1st Streets was repurposed as a garage in 1921. Between 1937 and 2017, the structure was a commercial facility, containing a warehouse, retail store, and office space. The property was abandoned in 2017 and became dilapidated, creating a blight at a prominent downtown corner.



Demolished Building

In 2022, ECIA secured an Iowa DNR Derelict Building Grant for \$22,225 to demolish the facility, making space to build the new Regional Medical Center (RMC). RMC plans to invest \$845,432 for the construction of the family health clinic. The new clinic will help to retain jobs, increase provider coverage, improve the site's property tax base, and replace a downtown eyesore.



Draft Rendering of New Medical Center

## Dubuque County BUILD Grant

The Dubuque County BUILD Grant includes a series of roadway repairs, intersection improvements, and a trail extension on the northwest side of Dubuque. Approximately 3.1 miles of the Northwest Arterial will be resurfaced, rehabilitated, and reconstructed. Roundabouts will be built at two intersections. Additionally, a multi-use trail will be constructed to connect John Deere Dubuque Works with Heritage Trail. The project is scheduled to be completed by the fall of 2024.



Roundabout Construction



Trail Extension



Darkbird Tap House, Peosta



Poly Promoting Darkbird Pup Bandanas

## E.C.I.A. Business Growth, Inc.

To stimulate the economy of ECIA's five-county region, E.C.I.A. Business Growth, Inc. was set up to make loans available to new or established businesses. The following activities took place in 2022:

- TV Ops, LLC (Peosta) | \$350,000 ECIA RLF loan | equipment purchase
- The Pub Club, LLC (Lost Nation) | \$50,000 ECIA RLF loan | real estate purchase
- The Eyewear Gallery, LLC (DeWitt) | \$758,000 SBA loan | real estate purchase and improvements
- Sky Auto Mall, LLC (Center Point) | \$1,122,000 SBA loan | real estate purchase and improvements
- ECI Express, Inc (Cascade) | \$165,000 ECIA RLF loan | real estate purchase
- Cobra Lanes, LLC (Farley) | \$190,000 ECIA RLF loan | real estate and equipment purchase
- Kendrick, Inc (Edgewood) | \$1,039,000 SBA loan | building construction
- The Woodland Eye Clinic, PC (Dyersville) | \$574,000 SBA loan | real estate purchase and building construction
- Metal Design Systems (Anamosa) | \$2,997,000 SBA loan | real estate purchase and building construction
- Clee Entertainment, Inc (Clinton) | \$255,000 SBA loan | real estate purchase and improvements
- Welu, Inc (Dubuque) | \$160,000 ECIA RLF loan | equipment purchase
- Briley, LLC (Dyersville) | \$125,000 ECIA RLF loan | real estate purchase
- RA-LY Transport, LLC (Earlville) | \$300,000 ECIA RLF loan | real estate purchase
- City of Clinton | \$250,000 EPA Brownfield RLF loan | environmental contamination cleanup of YMCA property
- City of Stanwood | \$150,000 (\$100,000 grant, \$50,000 loan) EPA Brownfield RLF loan | environmental contamination cleanup of 211 and 213 E Broadway Street

# Executive Director

**CLASSIFICATION** Grade 45

**SALARY RANGE** \$144,938 – \$172,285

**REPORTS TO** Executive Committee, ECIA Council

## TYPE OF WORK

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Employee must live in the ECIA five county region of Dubuque, Delaware, Jackson, Cedar, and Clinton counties with the ECIA Dubuque office as their home base location.

## *Benefits*

- Opportunities for growth and advancement.
- Iowa Public Employee Retirement System (IPERS).
- Medical, dental, vision, and life insurance available.
- Short-term disability insurance.
- Paid holidays, paid time off, paid sick leave.

## *Culture and Community*

- Supportive work culture that encourages professional and personal growth.
- ECIA was voted one of the Best Places to Work in Dubuque in 2023.
- Dubuque is a beautiful Mississippi River community that offers a unique blend of history, recreation, and attractions. Dubuque and the surrounding area offer year-round outdoor recreation, a great collection of restaurants and nightlife, and attractions like the Field of Dreams and the National Mississippi River Museum and Aquarium.

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ECIA Staff Gathering 2021

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Other duties as directed by the ECIA Council and/or Executive Board

## *Management Responsibilities*

- Serves as the chief spokesperson and negotiator for the agency and communicates the organization's position to public and private agencies, individuals, and the media.
- Represents the agency and the ECIA Council as a liaison to local, state, and national interests.
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# RESPONSIBILITIES

## *Informational Responsibilities*

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**East Central Intergovernmental Association**

**7600 Commerce Park, Dubuque IA 52002**

**P 800.942.4648 | P 563.556.4166 | [ECIA.org](http://ECIA.org)**