



Coastal Bend Council of Governments

About the Coastal Bend Council of Governments

The Council is a voluntary association of cities and counties in an eleven-county region around Corpus Christi, Texas, designated as one of the state's twenty-four Councils of Governments. It is responsible for multi-jurisdictional planning in areas like emergency communication systems, criminal justice, solid waste management, environmental protection, and homeland security. Additionally, it serves as the Area Agency on Aging, providing services for the elderly, and is the designated economic development district. The Council is highly trusted and respected by its diverse population of nearly 632,822, aiming for fairness and inclusivity in planning processes under the guidance of the Executive Director.

About the Position:

The Executive Director serves as the Chief Executive Officer of the Coastal Bend Council of Governments (CBCOG). This role involves providing leadership and oversight for all aspects of CBCOG's operations and reporting to the CBCOG Board of Directors. The position includes managing grant programs, supervising interdisciplinary professional staff, and handling administrative, budgeting, and financial management duties. The Executive Director ensures compliance with federal and state regulations for grants and contracts in various areas such as Water Quality, Solid Waste, Older American Act, Criminal Justice, Economic Development, Homeland Security, and 9-1-1 Operations. Additionally, the Executive Director acts as the liaison between staff, the Board of Directors, and state/federal grantor agencies. The position also entails human resource responsibilities, including recruitment, performance management, and updating the CBCOG Employee handbook. The Executive Director collaborates with the Board Chairman and advisory committees to prepare meeting agendas for the Board of Directors' meetings held approximately 11 times per year. Directly supervising seven CBCOG directors, the Executive Director strives to maintain a positive work environment that encourages staff retention and attracts highly qualified employees for the organization's future success.

Essential Job Responsibilities:

- Provide managerial leadership to ensure effective business operation and direct the various CBCOG's programs mentioned above.
- Update CBCOG Board of Directors on grant programs, legislation, policies, and funding opportunities.
- Direct the development, monitoring, cost control, and analysis of CBCOG's Annual Operating Budget.

- Provide management support by overseeing financial transactions, purchase orders, invoices, and employee timesheets.
- Provide staff support and technical assistance for grant programs and projects.
- Prepare and review grant applications, and ensure compliance and alignment with CBCOG's goals and policies.
- Ensure CBCOG's compliance with relevant local, state, and federal laws and regulations.
- Offer input and advice to program directors on staff recruitment, employee evaluation and performance reviews, and salary adjustments.
- Establish positive relationships with state and federal agencies and other stakeholders.

Qualifications:

- Strong understanding of public finance, grant management, accounting principles and budget development to ensure agency's performance, transparency, and accountability.
- Extensive knowledge of the principles and practices applied in a regional planning commission/council of governments.
- Familiarity with laws, regulations, and policies relevant to the CBCOG's grant programs.
- Bachelor's degree in Business Administration or Public Administration with ten or more years of experience in supervisory and personnel management.
- Ability to be a mentor and facilitator, capable of offering meaningful suggestions that contribute to the current and future success of the work team.
- Ability to prioritize multiple tasks, responsibilities, and projects, sometimes under considerable time pressure.
- Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.
- Ability to be a consensus builder through dialogue and compromise when faced with differing opinions and competing priorities.
- Possess the highest ethical character and have a positive approach oriented toward problem resolution.
- Experience serving large boards or council of governments that resulted in the effective coordination of multi-jurisdictional programs.

Additional Qualifications/Skills:

- Demonstrated track record of financial success and prudent business decisions.
- Strong business development and community-based relationship skills and experience.
- Strong organizational, prioritizing and analytical skills.
- Ability to project a professional image.
- Ability to make independent decisions when circumstances warrant.
- Working knowledge of computer and software applications used in job functions.
- Current, valid, and active driver's license required.
- Freedom from illegal use of and the effects of use of drugs and alcohol in the workplace.
- Ability to travel using the company car.

At the Coastal Bend Council of Governments, employees are our priority. We are passionate about providing our employees a competitive benefits package. Below is a summary of benefits:

- Health and dental coverage
- Life insurance
- Mission Square Retirement 401(a) plan, matching at 10%
- Paid time off

Job Type: Full-time

Annual Salary: \$120,000 plus

Company car provided

**Please mail Resume and Cover letter to:
Commissioner Margie Gonzalez, Chairman
Coastal Bend Council of Governments
P O Box 9909
Corpus Christi, Texas 78469-9909**

Deadline to submit resume: Friday, September 15, 2023