



EXECUTIVE DIRECTOR

POST DATE: March 31, 2023
HIRING RANGE: Competitive and Negotiable based on the Candidate's Qualifications and Experience
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC
JOB TYPE: Exempt, Regular, Full-time
CLOSING DATE: April 21, 2023

JOB DESCRIPTION

General Purpose:

The Executive Director of the Central Midlands Council of Governments (CMCOG) is appointed by and serves at the pleasure of the Board of Directors of CMCOG. The Executive Director is responsible for the implementation of executive level administration, daily operations, supervision of all staff, fiscal management, and public relations on behalf CMCOG and for the benefit of its member organizations. The Executive Director will implement the policies and directives of the CMCOG Board of Directors through effective and efficient administration of the various departments of the CMCOG; providing enhanced communication between various echelons of the organization, the Board and the public; representation of the CMCOG at the Federal, State, or local level; to provide highly responsible and responsive administrative support to the Board and Executive Committee and performance of other related duties as deemed necessary.

Key Challenge and Objective:

The core challenge for the Executive Director of the CMCOG is to understand the shared concerns of member organizations and to build consensus around activities that can be jointly pursued in the future and to ensure the legitimate value of the existing programs for the benefit of the entire four-county region.

Additionally, it is incumbent upon the Executive Director to learn the varied programs, advocate for the programs, expand the programs and seek additional grant opportunities for the benefit of the four-county region as a whole and individually as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration:

- Direct, manage and implement the goals, programs, policies, and priorities established and approved by the CMCOG Board.
- Assist the CMCOG Board in determining strategic long-term plans and annual goals for the organization.
- Facilitate and develop the preparation and presentation of the annual CMCOG budget for adoption by the CMCOG Board and coordinate and implement the administration of the final adopted budget.
- Prepare Bi-monthly fiscal reports, policy reviews, or other studies as required and make presentations or have the appropriate staff make presentations to the Board regarding the status of implementation or action versus the stated or directed goals and objectives of such policies or programs.
- Coordinate the preparation of the CMCOG meeting agendas and evaluate requested agenda items; inform the CMCOG Board of pertinent items on agendas that require particular attention or concern; provide background information on matters being presented to them.
- Represent the CMCOG in meetings with representatives from other jurisdictions, private industry, and members of the public to respond to inquiries, resolve problems, negotiate agreements, and study potential changes which impact the CMCOG Region.
- Respond to citizen complaints directly by gathering facts, determining solutions, or referring to appropriate staff for corrective action.
- Maintain a public organizational presence in the press and communities and ensure ongoing, open, and informative communications with the membership.
- Implement and monitor system of financial controls and reporting required for fiscal accountability to the Board, grantor agencies and other appropriate State and Federal offices.
- Responsible for supervision and management of annual audit and related issues such as identification and resolution of shared expenses.
- Negotiate contracts, agreements, and present options on a variety of administrative, fiscal and special projects; analyze and prepare recommendations on special contract requests; monitor the administration of terms and conditions of all contracts or agreements with the CMCOG and upon knowledge of any violation thereof, report the same to the CMCOG Board.

Management:

- Provide leadership and direction to CMCOG Department Chiefs to facilitate achievement of the CMCOG goals and objectives; continuously monitor and evaluate the efficiency and effectiveness of CMCOG service delivery methods and procedures.
- Supervise the activities of the department; assess and monitor workload, monitor expenditures of annual budgets, and monitor internal reporting relationships; coordinate department activities with other departments and agencies as needed; identify opportunities for improvement and direct the implementation of changes.
- Coordinate and facilitate regularly scheduled meetings with CMCOG Department Chiefs, to identify and resolve issues, act on opportunities, and assign projects and programmatic areas of responsibility.
- Promote a collaborative working environment, provide opportunities for board and staff development, and identify and encourage opportunities for staff and board interaction.
- Assume full management responsibility for all assigned services and activities of the CMCOG organization including but not limited to; all Human Resources processes and procedures including the responsibility for development and implementation of personnel policies and compensation schedules; and the responsibility for hiring supervision, evaluation, compensation, coordination, development, and discipline of staff.
- Maintain a close working relationship with each member's jurisdiction, keeping members involved and informed on the programs and activities of the organization and on issues of regional concern.
- Responsible for membership relations including training, orientation, and development of new board members.

- Assess member needs on an annual basis to identify opportunities for intergovernmental cooperation, and report to members on the availability of resources and convey this information to staff and the Council.
- Advise Council and staff on issues of legislative activity, regional cooperation and related policy and programmatic opportunities and considerations, participate and interface with the legislative process as directed by the Board.
- Coordinate with other external organizations such as SC Department of Transportation, SC Department of Employment and Workforce, SC Department on Aging, etc. as needed to coordinate CMCOG programs, activities, and resources.
- Function as a liaison between the CMCOG Board, Elected Officials, staff and the public to disseminate information, directives, and policies on behalf of the CMCOG Board.
- Perform other job-related duties and responsibilities as needed and or assigned by the CMCOG Board

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Business Administration or a closely related field and a minimum of 5-10 years senior level management experience; experience in the public sector is encouraged. A master's degree is preferred, however, related experience and/or training or combination of experience, training and education will be appropriately considered.

Profile of the Traits of the Ideal Candidate:

- High emotional intelligence with the ability to build internal and external relationships with finesse to advance the mission of the agency.
- Must be able to drive innovation; explore new potential service delivery models and organizational adjustments to remain effective and relevant.
- Collaborative, cooperative and focused on establishing teamwork and diversity. Collaboration and cooperation are essential to our rural four-county area.
- Must continually seek to understand the commonalities as well as the difference between member governments to explore ways to advance the member governments individually and as a collective body.
- Must be a highly organized individual who has the ability to manage multiple projects at one time, in addition to understanding the disparate rules that apply to each grant program.
- Must possess high cognitive flexibility to adapt to an evolving environment.
- Must be an engaging individual as you will have to engage with local, state, and federal elected officials in addition to the public at large as the face of the agency.
- Continual learner
- Must be a proactive problem solver.

Desired Knowledge, Skills, and Abilities:

- Knowledge of operations, services and activities of governments including concepts of administrative relationships with counties, cities, or towns.
- Knowledge of principles and practices of public administration.
- Knowledge of the principles of employment practices such as supervision, training, performance evaluations.
- Knowledge of the rules and regulations governing public meetings.
- Knowledge of pertinent Federal, State, and local codes, laws, and regulations.
- Excellent verbal and written communication skills.
- Computer skills: Advanced proficiency using Microsoft Office X Suite of programs.
- Office Equipment: Ability to operate standard office equipment including telephones, calculators, copiers, fax machines, cell phones, etc.
- Ability to respond to inquiries or complaints from and to establish and maintain positive working relationships with Boards, the business community, consultants, developers, governmental agencies, and the general public.
- Ability to work with mathematical concepts such as probability and statistical theory; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to define problems, collect data, establish facts, and formulate conclusions.

Other Requirements:

- Valid South Carolina Driver's License
- Must pass background check

Criteria For Evaluation:

The CMCOG Council will complete an annual evaluation in October each year for the Executive Director. Annual performance goals are established in the formal review process and reflect the requirements of this position as described above and will also include initiative, motivation, research, analysis, communication and supervision skills, attitude, mature judgment, flexibility, ability to perform under pressure and meet deadlines, coordination with staff, council and membership, and growth in capabilities, skills and technical ability to effectively complete duties and responsibilities.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to reflect the principal job elements essential for making compensation decisions.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.cmcog.org, click on "News and Events" then "Employment". **Applicants should send their resume, cover letter, and application to: Rebecca Vance, 236 Stoneridge Drive, Columbia, SC 29210. NO PHONE CALLS PLEASE.** Applications should be submitted by April 21, 2023, but may continue to be accepted beyond that date as needed to ensure an adequate pool of qualified candidates.

CMCOG is an Equal Opportunity Employer and does not discriminate on the basis of age, disability, gender/sex, race, color, religion, national origin, veterans' status, or genetic information.