

**Eastern Panhandle Regional Planning and Development Council – Region 9
EXECUTIVE DIRECTOR**

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

The Executive Director position is an at-will position and is appointed by and answerable to the Region 9 Full Council Board. Performs responsible professional work overseeing community development within the Division of Planning and Community Development, including administration of federal and state grants and loan programs as they pertain to housing and economic development activities

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position to support the ongoing needs of the organization.

- Supervise Region 9 employees and maintain fully staffed office to meet workload needs.
- Provide oversight, management and administration of all work projects/programs.
- Provide oversight of all fiscal duties for the Region 9 office.
- Provide oversight of the Comprehensive Economic Development Strategy work plan and provide annual updates.
- Oversee administration of/compliance with state and federal agencies on grant funding.
- Maintain an effective working relationship with federal, state, and local agencies and officials.
- Assess the needs of local governments and identify programs and projects to be implemented by staff.
- Keep abreast of the economic and community development within the region.
- Remain actively involved in building community relations.
- Attend county commission and town council meetings when appropriate.
- Report to the Region 9 Council.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of district requirements under the program of ARC and EDA as well as other state and federal grant programs, regulations and compliance; thorough knowledge of community and economic development planning; in depth understanding of accounting principles/practices; strong ability to present oral and written presentations; ability to supervise and direct Council staff activities; ability to establish and maintain effective working relationships with elected and appointed officials and the general public

EDUCATION AND EXPERIENCE:

Must possess Bachelor's Degree from an accredited college or university in public/business administration, planning, public policy, urban/rural planning/development or related academic field and/or five years associated working experience or any combination of education and experience to be equivalent

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a

negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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