



# Benton-Franklin Council of Governments

## Executive Director Position Description

### **JOB DESCRIPTION**

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Serves under the policy direction of the Benton-Franklin Council of Governments (BFCG) Board and Executive Committee. Plans, organizes, and directs the agency's work programs, including regional programs related to transportation, economic and community development, and technical assistance. Directs administrative operations, planning, and intergovernmental coordination functions.

### **REPORTING RELATIONSHIP**

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General policy guidance is given by the BFCG Executive Committee. The Executive Committee will provide annual performance reviews for the Executive Director.

### **SUPERVISION EXERCISED**

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Supervision is exercised over all staff within the BFCG directly, or indirectly through supervision of management staff.

### **ESSENTIAL FUNCTIONS**

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The examples of essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Provides managerial leadership and direction to assure the effective and efficient operation of the agency in conformity with applicable laws and regulations. Directs the implementation of programs, procedures, and services that support agency policies and goals as the area's Regional Transportation Planning Organization (RTPO) and Metropolitan Planning Organization (MPO) and Economic Development District (EDD).
- Provides staff support and acts as adviser to the Executive Board and related committees. Communicates matters that have implications for the immediate and future welfare of the agency, and recommends policies and procedures accordingly.
- Provides agency leadership and direction, and conducts strategic short and long-range planning programs to formulate the goals and objectives for the agency to build a culture of performance and continuous improvement.
- Develops an organizational structure and implements administrative procedures capable of meeting agency objectives. Establishes and issues administrative policies as necessary.
- Provides a discussion forum for local and state officials and other interested parties on common regional issues.
- Develops and directs a work plan that supports and enhances the relationship of the agency and the MPO with Washington State Department of Transportation, US Department of Transportation, and other partner agencies. Provides oversight and direction of MPO activities including the Unified Planning Work Program, Transportation Improvement Program and other transportation plans and activities.
- Develops and directs a work plan that supports and enhances the relationship of the agency and the EDD with local economic development organizations, business groups such as chambers of commerce, the U.S. Economic Development Administration, US Department of Agriculture, the Washington State Department of Commerce, and other partner agencies. Provides oversight of EDA and USDA work programs including Comprehensive Economic Development Strategy development and loan program activities.
- Directs the overall development, monitoring, and analysis of the agency budgets to assure the financial soundness of the agency. Oversees the development and implementation of effective and accurate financial systems, operations, and procedures. Provides oversight of financial transactions of the agency and submission of audit materials. Develops financial management and support for the agency.

- Stays abreast of proposed legislative and regulatory changes at the state and federal levels that will impact the agency and utilizes appropriate resources to develop strategies and responses by the BFCG Board as appropriate.
- Represents the agency to local, state, and federal agencies, and to community groups, to exchange information, coordinate operations, provide technical advice, and promote the agency services.
- Oversees the preparation of grant applications for federal, state, and local funds. Interprets and ensures compliance with applicable rules and regulations. Reviews applications for consistency with regional goals and policies.
- Provides guidance for the effective management of the agency's human resources, including evaluation, retention, termination and staff development.
- Directs the selection, supervision, and evaluation of staff. Establishes work rules and performance standards. Conducts performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities.
- Directs the resolution of inquiries, problems, and complaints. Responds to the most sensitive or complex inquiries or complaints.

### **MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILL, AND ABILITY**

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- Knowledge of federal and state laws as well as local policies, procedures, and regulations applicable to agency operations.
- Demonstrated experience serving large boards, commissions, or councils that resulted in the effective coordination of multi-jurisdictional programs.
- Ability to promote collaboration on a region-wide basis and serve as a key facilitator with elected/political leaders and business, labor and non-profit leaders.
- Ability to establish and maintain effective working relationships with the BFCG Board, staff, member jurisdictions, private organizations, and the general public.
- Ability to develop, implement, and execute short and long-range plans to meet both current and future agency and regional needs.
- Ability to provide consistent management oversight of regional programs and be able to provide guidance in the development of high quality products and information.
- Knowledge of principles and practices of administration, leadership, management, and supervision in a team oriented environment. This includes having the ability to be a mentor and facilitator, capable of offering meaningful suggestions that contribute to the current and future success of work teams.
- Possess the highest ethical character and have a positive approach oriented toward problem resolution.
- Ability to balance the principles of effective agency management with community goals, responsibility and accountability.
- Ability to lead, motivate, delegate and evaluate the work of the agency staff.
- Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.
- Ability to serve as a spokesperson, be highly articulate, and communicate effectively, both orally and in writing.
- Familiarity with the people and places of the region.

### **MINIMUM QUALIFICATIONS: EXPERIENCE AND TRAINING**

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- Bachelor's degree in Business or Public Administration, Government, Urban/Regional Planning, Transportation Management, Political Science or related fields.
- Ten years of increasingly responsible experience working in high-level public policy development, regional/intergovernmental relations, urban and regional planning, transportation planning, economic development, or related fields.
- Five years of successful management and supervisor experience.
- Or a combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time. Minimal lifting or climbing.
- Working conditions in an office setting with little or no exposure to extremes in noises, temperature, safety or health hazards.
- This position requires travel and evening meetings.