



Executive Director Job Description

Position Summary and Procedures

Under the general supervision of the Board of Directors of the Northwest Hills Council of Governments (“COG”), which consists of the Chief Elected Officials from 21 member towns, the Executive Director provides leadership, oversight, and guidance for the COG. The Executive Director is the chief administrative officer, responsible for planning, implementation and administration of the COG’s work program and budget. The Director advises the Board on policy matters, publicly represents the COG, administers policies adopted by the Board, develops and administers procedures, and coordinates and directs all programs, including financing and intergovernmental relations. This is a full time, 35 hour a week position and the NHCOCG offers a competitive benefits package. The NHCOCG office is located in Goshen, Connecticut. Applicants should submit a resume, cover letter and writing sample (3-5 page maximum) to lynn@northwesthillscog.org by the April 16, 2021 deadline.

Essential Functions

- Prepares the annual work program and budget for Board approval.
- Coordinates and directs the work of all staff and contract consultants in conformance with the adopted work program, policies, and budget.
- Exercises administrative responsibility for the COG and is directly accountable to the Chairperson, Executive Committee and Board of the COG.
- Manages COG budget and ensures sufficient revenue stream through grants, annual municipal contributions and other revenue sources as approved by the Board.
- Monitors state and federal programs and financial assistance and activities to keep the COG abreast of current challenges and opportunities; leads efforts to obtain new and additional funding for transportation projects and initiatives of local and regional significance.
- Establishes and maintains the organization’s relationships with other governmental, business, civic and philanthropic partners and other regional service agencies and organizations.
- Appoints, manages, and evaluates the performance of all staff of the COG, oversees staff professional development, monitors staffing patterns and workloads, and establishes employee performance standards and goals.
- Appoints, manages, and evaluates consultants, as necessary.
- Responsible for development of agendas, minutes, position papers and testimony for the COG.
- Provides technical information and planning assistance to member municipalities regarding matters including but not limited to land use, transportation, environmental planning, economic development, emergency management and other COG-provided services.
- Conducts small scale research projects at request of COG Board members.
- Prepares annual report of the activities of the COG for the general public.



Knowledge, Abilities and Skills

- Strong organizational, administrative, personnel management and project coordination skills.
- Extensive knowledge of the principles and practices of land use planning and regional planning, including Federal and State transportation planning processes.
- Ability to establish and maintain effective relationships with Board, staff, municipal leaders, business leaders, State and Federal leadership, the general public and other stakeholders.
- Sound fiscal management skills and demonstrated ability to manage a complex public organization with multiple funding sources.
- Experienced in developing grant applications and administering grant funded programs.
- Skilled in the use of word processing and spreadsheet applications and familiar with internet applications and GIS.
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.

Minimum Qualifications

- This position level requires a master's degree in urban or regional planning, public administration or a related field and a minimum of 8 years of progressively responsible planning experience. Generally, four years of experience must be in a supervisory capacity.
- A combination of education and experience that demonstrates the ability to meet the requirements of the position may be considered at the sole discretion of the COG.

Supervision

- Overall supervision by the Board, acting through the Board Chairman and Executive Committee
- Responsible for supervising all COG staff and contract consultants.

Certificates and Licenses

- Current valid Driver's License
- Membership in professional organizations and certifications preferred such as AICP and APA.

Salary range

- Market competitive, negotiable and commensurate with experience (\$90,000-\$100,000)

The NHCOCG is an equal employment opportunity (EEO) employer.