

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTOR

Job Description

The Executive Director is responsible to the Executive Committee for overall leadership and management of all the organization's activities and for working with member municipalities, community stakeholders, government agencies and the legislature to achieve regional goals.

RESPONSIBILITIES

Organizational Leadership

- Identify unmet regional needs, opportunities for addressing regional issues, and conceptualize strategies to accomplish the organization's strategic goals
- Inform the Executive Committee and Commission on the activities and condition of the organization and any trends, events, or emerging issues of significance to the organization's success
- Provide support to Commission members as they establish organizational priorities, and provide recommendations on organizational policies and by-law updates

Program Management

- Develop, update and implement the Regional Plan and other organizational planning documents, consistent with the requirements of Vermont statutes and federal programs
- Develop and manage programs and services, including municipal technical assistance, transportation planning, GIS mapping, emergency planning and mitigation, contract projects, grant administration, and public information and training
- Evaluate planning-related legislation and applicability to projects and contracts
- Evaluate and review organization's proposals for grants and contractual services
- Oversee, or delegate as appropriate, contracts with firms and/or individuals performing services for the organization
- Ensure timeliness and quality of project and contract reports and deliverables

Human Resources

- Manage human resources, including preparation of position descriptions, assignment of responsibilities, candidate searches, hiring, firing, staff retention and annual performance evaluation
- Supervise all organization staff, either directly or indirectly through senior staff
- Administer benefit programs
- Ensure on-going training and development for staff and Board members
- Develop and maintain a positive work environment

Budgeting

- Design and implement an annual work program and budget that focuses organizational resources to best serve the region's municipalities and residents
- Manage organization's budget, including identification of revenue sources, preparation of grant applications, budgets and contracts with state and federal agencies, local governments, non-profit

and for-profit organizations, and preparation of financial reports to the executive committee and commission

Relationships and Advocacy

- Advocate for the region and its member municipalities at national and state levels
- Develop and maintain effective relationships with member municipalities
- Develop and maintain effective relationships with State agencies, the Vermont General Assembly and the Governor's office
- Develop and maintain effective relationships with other regional commissions and organizations
- Strengthen effective public participation and build relationships that will enable the organization to serve its member municipalities
- Communicate effectively with the media and general public

KNOWLEDGE

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process
- Considerable knowledge of the federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics, including local land use, Act 250 and Section 248 development review, and transportation planning
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation
- Considerable knowledge of the methods and techniques of research and analysis
- Considerable knowledge of the principles of budgeting and finance
- Knowledge of computer applications, including Microsoft Office, Internet applications and use of GIS as a planning tool

SKILLS

- Effective leadership, comfortable with all levels of staff, Board, government entities and public
- Proven management skills and ability to manage day-to-day operations
- Present ideas and findings, both written and orally, clearly and concisely
- Establish and maintain effective working relationships with a wide diversity of individuals and groups
- Proven grant-writing skills
- Lead a wide variety of projects, both independently and in a team environment

MINIMUM QUALIFICATIONS

- Degree in urban and regional planning, public administration or a related field; Master's degree is preferred
- Minimum of 8 years of progressively responsible planning and management experience
- At least 4 years of experience in supervisory roles, including direct experience with program, personnel and project management, preferably with a regional or metropolitan planning organization
- Direct experience with budget formulation and management
- AICP certification is preferred but not required

Adopted by the CVRPC Executive Committee on January 5, 2015