



Greater Wabash Regional Planning Commission

Job Title:	Executive Director	Date:	January 24, 2018
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Job Description:

1 | SUMMARY OF FUNCTIONS:

Responsible for management of all activities of the Commission including fiscal management. Administers Commission contracts and grants, acts as a liaison with federal, state, and local officials, and otherwise promotes the successful and smooth operation of the Commission and its employees.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Communicates with local governmental officials to keep them updated on available funding.
- Works diligently to find solutions to community needs
- Prepares and administers operating budget.
- Fully responsible for the successful financial operation of the organization
- Supervises all employees and completes annual evaluations
- Leads a 28-member Board of Directors and all committees
- Hires & supervises all employees of the Commission
- Serves as Human Resources Director for the Commission
- Assists local governments with RFP/RFQ and procurement for projects
- Writes and administers federal and state contracts and grants for local government infrastructure, energy efficiency, and community facilities projects
- Oversees all accounting functions, budgeting and income generation
- Prepares and administers annual operating budget and monthly reports
- Acts as a liaison with federal, state, and local officials
- Plans and coordinates all events
- Responsible for convening planning committees and implementing goals
- Keeps the public updated through the use of newsletters, website and social media
- Obtains federal and state NEPA environmental clearances for all projects
- Business loan administrator for \$1 million Revolving Loan Fund
- Prepares or directs the preparation of the District's CEDS
- Represents the Commission at local meetings as well as Federal and State partner meetings
- Attends all relevant workshops and conferences.
- Oversees the maintenance of demographic data for the Commission's service area
- Provides technical assistance to local units of government
- Provides technical assistance to local businesses
- Prepares Agenda, Minutes, Board packet and Executive Director's Report for all Commission meetings
- Other Duties as Assigned

3 | ORGANIZATIONAL RELATIONSHIPS:

GWRPC Board of Directors

Job Location:	Albion, IL		
Job Role:	Executive Director	Employment Type:	Employee
Employment Status:	Full-time	Manages Others:	YES

Salary Rate:		Number of Positions:	One
Skills:			
<p>Bachelor degree in Business Administration, Planning, or related field, plus experience in an administrative position required. Previous supervisory experience is preferred but not required. Experience in working with governmental agencies or other regulatory bodies and demonstrated ability in complying with regulations strongly preferred. Should demonstrate exceptional language art skills. Strong accounting and budgeting background preferred. Must be able to relate well to the public and capably handle all operations with diplomacy and confidentiality. Excellent Computer Skills REQUIRED.</p>			