



Greater Wabash Regional Planning Commission

Job Title:

Executive Director

Date:

December 29, 2020

Job Description:

1 | SUMMARY OF FUNCTIONS:

Responsible for management of all planning and administrative tasks for the Commission. 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 abreast of available funding and to become aware of local problems and needs. Works diligently to find solutions to community needs, and keeps in touch to assure resolution of problems.

Prepares and administers annual operating budget.

Checks all financial reports, reporting significant variances to the accountant and Chair of the Board.

Supervises all employees, including assigning responsibility and overseeing that work is completed in an accurate and timely manner.

Completes evaluations on all employees when due.

Writes and administers EDA Planning Grant.

Manages Revolving Loan Funds and prepares all loan documents.

Prepares administrative forms as required by the Commission and granting agencies such as EDA quarterly reports

Prepares or directs the preparation of the update of the District's Comprehensive ED Strategy (CEDs).

Represents the Commission at local meetings as required and also at Illinois Association of Regional Councils and any other which might benefit the organization or area. Attends all relevant workshops and conferences.

Oversees the maintenance of demographic data pertinent to the Commission's service area.

Provides technical assistance to local units of government in the areas of economic development, planning, historic preservation, or other needs.

Provides technical assistance to local business concerns to assist them in new or expansion projects.

Writes grants as needed.

Manages all Board of Directors communication and coordinates quarterly meetings.

Prepares Board packet and Executive Director's Report for all Board meetings.

Works with all Planning Commission members to assure the successful operation of the organization.

Prepares all reports and attends all committee meetings as requested.

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:			
Bachelor degree in Business Administration, Planning, or related field, plus experience in an administrative position 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. Must be able to relate well to the public and capably handle all operations with diplomacy and confidentiality.			