

Capital Area Council of Governments

EXECUTIVE DIRECTOR

GENERAL DESCRIPTION

The Capital Area Council of Governments is a regional government in Austin Texas and serves a ten-county region of urban and rural communities. It is seeking an Executive Director who is responsible for the planning and delivery of programs including 9-1-1 communications, homeland security and criminal justice planning, the Area Agency on Aging/ADRC, community and economic development, rural transportation planning, air quality and solid waste programs, and a law enforcement training academy. The position requires strong administrative experience related to state and federal grants, contract compliance and reporting, fiscal management and budgeting with indirect cost allocations, human resources, and delivery of programs and services working with local governments. The executive director must work with stakeholders around the region, identify partnerships that support the agency's goals, and consistently evaluate the success of the agency's outreach and program delivery. The Executive Director is hired by and reports to the Executive Committee of the Capital Area Council of Governments and is the chief executive officer for the agency.

The position is charged with all administrative and operational issues of the organization, develops the monthly agendas for its board meetings, and oversees nine working committees supporting the agency's activities. and shall employ staff accordingly to carry out programs and services. The Executive Director establishes and implements all policies and rules to support the agency's operations and shall be responsible for planning and carrying out all legal and contractual requirements for the agency as well as the strategies and goals of the Executive Committee. Experience working with legal and policy issues including legislative procedures is necessary.

ESSENTIAL FUNCTIONS

- Provides guidance and direction to all management staff including deputy executive director, division directors and all employees regarding all rules and policies necessary to carry out all programs and services of the agency.
- Oversees development and implementation of administrative policies for procurement, personnel management, travel, budgeting, auditing, contracting, and any other policies necessary to ensure operational integrity and compliance with all statutory and contractual requirements.
- Directs and manages all aspects of employment including salaries, hiring, training, performance evaluations, disciplinary action, and terminations.
- Oversees development of outreach and communications for the agency's members, constituents, legislators, and other appropriate organizations.
- Directs the fiscal management of the agency regarding budgeting, auditing, financial reporting, and contracting.
- Oversees management of the agency's committees and their activities, bylaws, meetings, and requirements related to their specific duties.
- Ensures agency compliance with all applicable local, state, and federal policies, laws, and regulations and is responsible for working on or identifying any legislative issues at the federal or state level that directly impact the agency's programs and activities.
- Serves as agency's primary contact and communicates the agency's position and information for legislators, media, and all regional, state, and federal agencies.
- Represents agency at business meetings, hearings, trial and legal proceedings, legislative sessions, and government functions.

- Works closely with agency's Officers as the budget, audit and strategic planning committee and carries out special projects for the Executive Committee or the agency.

GENERAL QUALIFICATIONS

Education and Experience

Bachelor's degree from an accredited university in public administration, planning, business management, political science, or related field. Must have seven years of management experience with at least five in the public sector; experience working at a regional council of governments or similar organization preferred.

Experience with grant management, public sector budgeting, and contract management is necessary. Experience working in the following fields important: economic and community development, public safety and emergency communications, area agency on aging/seniors' programs, and general planning and development. Experience with grant and contract management and government budgets is necessary.

Position Specific Competencies

- Accountability – Holds self and others accountable for rules and responsibilities.
- Directiveness– Demonstrates an ability to balance a participatory management style with the need for strong leadership.
- People Management – Hires qualified employees, effectively delegates to management staff, and ensures agency policies support a fair and productive work environment.
- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, consideration of others' input, and personal values and ethics.
- Organizational Skills – Manages with attention to detail, thoroughness in reporting, use of effective processes, and provides oversight on program implementation.
- Professional Confidence – Demonstrates an ability to communicate effectively with others about current topics, trends, and experiences in their primary field while seeking out challenging new tasks or projects.

Other Requirements

- Dependable transportation for travel within the region, valid driver's license and proof of vehicle insurance as required by the State of Texas.
- Applicants must be able to pass background checks to be eligible for FBI CJIS certification clearance to oversee 911 operational issues.

The salary range depending on qualifications is \$174,000. - 186,000, with a monthly car allowance of \$350.00. As well as professional organization memberships and travel. All benefits provided to CAPCOG Employees. CAPCOG's benefits include medical/dental/vision coverage for employees only coverage paid 100%. 401K retirement program with employer contributions at 8% of salary, vested after 5 years.

To apply, please submit a cover letter and current resume by mail, fax or email to the HR Manager listed below.

If you have any questions, please contact:

Edith M. Wieder, PHR, SHRM-CP.

Human Resources Manager

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