

# EXECUTIVE DIRECTOR JOB DESCRIPTION

## **Lake of the Ozarks Council of Local Governments:**

Lake of the Ozarks Council of Local Governments (LOCLG), located in Camdenton, Missouri is hiring an Executive Director. As the local Regional Planning Commission, LOCLG serves the counties of Camden, Laclede, Miller and Morgan with programs and projects related to transportation planning, economic development planning, community development planning, environmental planning, hazard mitigation planning, grant writing, grant administration, and other services as needed within the region.

## **Executive Director Job Summary:**

The Executive Director serves a 21-member Board of Directors and the member jurisdictions within the four-county region. The daily responsibilities of the organization will require leadership and management skills to ensure fiscal integrity of the organization, including but not limited to financial stability, new project development and staff development. Communication with Board Members, key stakeholders, government officials, state and federal partners will be an essential part of the job requirements.

## **Executive Director Critical Occupational Functions:**

These critical occupational functions are not limited to the list below and are intended to provide a broad overview of the essential skills sets that are needed to be successful as the Executive Director. Other instructions and duties may be assigned by the Board of Directors based on the current needs of the agency's programs and projects.

1. Manage day-to-day operations of the organization.
2. Establish and maintain a meaningful and effective working relationship with member local governments, state and federal government agencies and private sector partners.
3. Develop, plan, organize, and administer policies and procedures to ensure strategic, administrative and operational objectives are met.
4. Recruit, hire, train and evaluate quality staff members.
5. Develop performance standards and evaluate work in accordance with established standards.
6. Direct and coordinate activities of staff to ensure continuing operations, maximize returns on investments, and enhance productivity.
7. Develop an annual budget for Board approval that is fiscally sound and meets generally accepted accounting principles (GAAP).
8. Develop and maintain a financial reporting process that provides an accurate depiction of the financial status of the organization.
9. Direct, approve and monitor all expenditures as allowed by policy and budget.
10. Secure stable funding from diversified sources that ensure the continued viability of the organization, including but not limited to federal/state/regional grants, private sector partnerships, and contractual partnerships with local non-profits, local governments, state and federal agencies.
11. Ensure the legal integrity of the organization by providing security for all files, legal and grant related documents.
12. Ensure the agency complies with all state and federal open meetings and open records laws "Sunshine" laws.
13. Negotiate contracts and agreements with federal, state, local, and private agencies.

14. Comply with all reporting requirements for all contracts, agreements, grants and any other program that requires monthly, quarterly, and annually reporting on progress of work completed.
15. Maintain open communications with Board of Directors, member local governments, federal and state agency representatives, and private stakeholders.
16. Maintain open internal communications with staff and strive to maintain staff morale and a pleasant working environment.
17. Develop and recommend programs and policies relating to the strategic mission of the organization.
18. Serve as an active ambassador representing the regional interests of its members and continually enhance credibility in the community and region.
19. Promote regional collaboration, consensus-building and community partnerships.
20. Stay actively involved with the Missouri Association of Councils of Government and other state and national professional development and advocacy organizations.

### **Executive Director CORE Skills, Knowledge, Aptitudes and Abilities:**

A successful candidate for the Executive Director position will need to have these essential CORE skills, knowledge as well as aptitude and abilities. This list is not all encompassing, but rather a list of traits that will provide the level of leadership to be successful in the Executive Director position.

#### **Self-Management/Leadership:**

1. **Individual Leadership and Influence:** Creates and communicates a compelling and inspired vision or sense of core purpose; uses appropriate interpersonal styles and methods to inspire and guide individuals (staff, peers, and partners) toward goal achievement; invites and considers input from each person and shares ownership and visibility.
2. **Action Orientation:** Enjoys working hard; is action oriented and shows dedication for all organization-sponsored events; sees programming as challenging and worthwhile; seizes opportunities when they arise.
3. **Self-Knowledge:** Knows personal strengths, weaknesses, opportunities and limits; seeks feedback to gain insights from mistakes; open to constructive criticism and looks forward to balanced performance appraisals.
4. **Perseverance:** Pursues everything with energy, drive and a need to see the event completed to a successful conclusion; seldom gives up before finishing, especially in the face of resistance or setbacks.
5. **Creativity:** Strives to develop new and unique ideas for implementing regional leadership; uses brainstorming and other techniques to achieve new and innovative approaches.
6. **Priority Setting:** Can quickly sense what will help or hinder accomplishing the established goals; focuses on the most important tasks and spends time wisely on what is important.
7. **Team Leadership:** Participates effectively as a member of leadership team; able to balance organizational needs, personal leadership, others' leadership and the development of team in a way that strengthens the organization while achieving goals.

8. **Entrepreneurial Spirit:** Has good entrepreneurial skills by providing creative and nontraditional ideas and suggestions to the organization; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the community; good at bringing the entrepreneurial spirit to others.

#### **Organizational Knowledge and Skills**

1. **Grants and Grant Management:** Knowledge of grant writing, grant administration and overall grant management experience needed as the agency is funded by grant programs from state and federal granting programs and projects.
2. **Finance and Budgeting:** Knowledgeable in the financial systems of the organization; aware of the need for profitability and is conscious of cost-saving and revenue-generating opportunities. Knowledgeable in formation of annual and program specific budgets and has the ability to analyze the effectiveness of various programs.
3. **Commercial and Community Lending:** Working experience with commercial real estate lending practices and community lending programs to assist with economic development, business development and overall lending programs to assist with specific business development efforts.
4. **Community Engagement:** Establishes and maintains linkages with key stakeholders, utilizes leadership, team building, negotiation, and conflict resolution skills to build consensus within community partnerships. Collaborates with community partners to promote the organizational principles, identifies how public and private organizations operate within the community and accomplishes effective community engagements. Identifies community assets and available resources and communicates the role of the organization with public and private partners.
5. **Strategic Agility:** Sees ahead clearly, can anticipate future consequences and trends accurately. Has broad knowledge and perspective and is future oriented. Has the ability to articulate the vision of possibilities and likelihoods and can create breakthrough strategies and plans.
6. **Problem Solving:** Draws on multiple sources of information to research solutions; has a strategic, “big picture” focus in assessing solutions and can anticipate consequences; and manages disagreements.
7. **Judgment/Decision-making:** Makes sound judgments by asking good questions and probing all possible sources for answers; makes decisions after exploring alternative options that are based on logical assumptions and factual information taking into consideration resources and boundaries; and looks beyond the obvious, not stopping at the first answer.
8. **Planning and Organizing Work:** Accurately identifies the length and difficulty of tasks and projects; establishes a course of action for self and team members to accomplish specific goals; delineates work into the process steps; and anticipates and adjusts for problems and roadblocks.
9. **Community/Customer Focus:** Proactively develops community/customer relationships by making efforts to listen to and understand the constituent; gets first-hand customer information and uses it for improvements in programs; anticipates and provides solutions to community/customer needs; establishes and maintains effective relationships with the

community to gain their trust and respect; and gives high priority to community/customer satisfaction.

10. **Teamwork/Cooperation:** Works effectively with organization staff, the Board of Directors and the various community agencies to accomplish organization goals; takes actions that respect the needs and contributions of team members; shares wins and successes; and puts own objectives to the side for the objectives of the organization.
11. **Giving and Receiving Feedback:** Provides timely information that people need to know for the success of the program/event; and provides direct feedback and information to team members, local governments and other parties so that they can make accurate decisions.
12. **Listening:** Practices attentive and active listening, having the patience to hear people out and can accurately restate the opinions of others even when there is disagreement.
13. **Ethics:** Adheres to an appropriate and effective set of core values and beliefs during both good and difficult times; acts in line with those values; rewards the right values and disapproves of others; is seen as a direct, truthful individual who can present the unvarnished truth in an appropriate and helpful manner.

#### **Education and Experience Requirements:**

Graduate from an accredited college or university with preference given to major course work in the fields of planning, public administration, community development, economics, or other related fields of study. Relevant experience may be substituted for education.

Knowledge and experience with Microsoft Office products are required, including Word, Excel, PowerPoint, and Publisher. Knowledge of internet research and website navigation skills are essential. GIS mapping, Google SketchUp, and Adobe Pro experience are preferred.

Individual must possess a valid driver's license and access to a motor vehicle to be used for business purpose travel within the region. Occasional overnight travel may be required.

#### **Compensation:**

Full-time employees receive full benefits, including, healthcare, dental, and vision insurance, paid holidays, vacation and sick days. Compensation will be commensurate with qualifications and experience.

#### **Work Environment:**

55% of time spent in temperature-controlled office  
15% of time spent at local meetings and onsite for specific projects  
15% of time spent at trainings, meetings, and conferences  
15% of time spent traveling  
Must reside in the four-county region within 60 days of employment

#### **Application Process:**

To be considered for the Executive Director position, please submit a letter of interest, resume, salary history and list of references to Executive Director, Lake of the Ozarks Council of Local Governments, P.O. Box 3553 Camdenton, MO 65020 or email to [linda.conner@loclg.org](mailto:linda.conner@loclg.org).

**Lake of the Ozarks Council of Local Governments is an equal opportunity employer.**