## **Z:\Administration\Branding\EAPDD\Logo-01 - EMAIL.png** EXECUTIVE DIRECTOR JOB DESCRIPTION

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**Purpose and Objective of the Executive Director**

The Executive Director is responsible for the overall supervision and administration of all programs and services provided by the East Arkansas Planning & Development District, (“EAPDD” and the East Arkansas Regional Solid Waste Management District, (“EARSWMD”) (collectively the “Districts”). The Executive Director is responsible to both the District’s Board of Directors and their Executive Boards.

The Executive Director is responsible for the Districts’ staffing and performance. The Executive Director will meet stated objectives of the position by performing the following essential functions: (a) In coordination with the Board of Directors, formulate the Districts’ strategic direction to maximize the community and economic development benefits available to the Districts through the respective structures of EAPDD and EARSWMD. (b) Oversee the financial and programmatic operations of the Districts to meet and exceed service objectives. (c) Provide leadership to Districts’ staff and serve as the Districts’ primary contact with the Board of Directors and with various federal, state and local governments.

**Organizational Relationships**

* Reports to the Board of Directors.
* Directs all program directors and other staff as necessary.
* Works closely with representatives of local governments; has frequent contact with local elected officials, state and federal governmental officials, representatives of community and statewide associations and groups and the media.

**Essential Job Functions**

1. Provide direction, supervision, and communication to all professional, technical, and clerical staff so that all programs are consistently, effectively, and efficiently implemented.
2. Administer and evaluate agency programs to ensure that services are being provided in accordance to the agency’s by-laws and all relevant Federal, state, and local regulations.
3. Maintain ongoing dialogue with Board members, individually and collectively, to keep Board members informed about activities related to the Districts’ goals.
4. Inform Board members of the range of initiatives that fall within the scope of the Districts’ work.
5. Establish, with Board approval, the Districts’ annual operating budget and performance objectives.
6. Plan, organize, and budget agency resources so that efficient, effective, and responsive services are provided to constituent groups.
7. Exhibits interpersonal skills that foster the development and maintenance of good working relationships both internal and external.
8. Maintain a high level of awareness regarding state, federal and local legislative actions that fall within the Districts’ sphere of interest.
9. Commit to continuous improvement by keeping informed of emerging trends, best practices, and new developments in the profession.
10. Communicate the Districts’ legislative agenda to Board members and constituents, and encourage them to become involved.
11. Ensure that the Districts’ breadth of projects represents all constituents.
12. Hire, develop, and retain high quality staff members.
13. Ensure that the Districts are taking a leadership role in securing available resources that are needed to advance the Districts’ agenda.
14. Represent the Districts’ interests in discussing possible enticements or developmental assistance that may be available to potential employers and existing companies considering expansion.
15. Serve as the Districts’ legally binding authority for commitments including financial obligations and contractual agreements.
16. Ensure correct approvals are being provided for: purchasing, bank reconciliations, journal entries, staff reporting of both programmatic and financial aspects, timesheet/expense reporting, accounts payable vouchers, local, state, and federal taxes, including but not limited to, the IRS, SSA, Workers Compensation, SUTA.
17. Travel extensively outside the Districts’ geographical boundaries to attend meetings, workshops, classes, seminars and professional conferences.
18. Travel extensively within the boundaries of the Districts (during and after work hours) to determine needs, promote projects, and support the mission and goals of the Districts.

*The duties and job functions may not encompass all assigned activities and will include other duties deemed necessary by the Executive Committees and the Board of Directors.*

**Education, Experience and Skills Required**

1. The formal education equivalent of a bachelor’s degree in Business Administration, Communications or related field or equivalent education or experience may be substituted.
2. Extensive administrative and managerial experience in large, multi-faceted organizations, preferably in the public sectors.
3. Comprehensive knowledge of personnel administration principles and practices, and federal and state Equal Employment Opportunity guidelines.
4. Considerable knowledge of the budgeting process.
5. Ability to develop and implement policies and procedures to govern departmental operations.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to negotiate, review, and approve contracts.
8. Experience in program development and implementation.
9. Experience in federal and state grants.