

Position: Executive Director

Employer: South Central Illinois Regional Planning & Development Commission

Job Location: Salem, Illinois 62881

The Position:

The Regional Planning Commission/Economic Development District is seeking a qualified individual to fill a full-time, salaried position as part of a staff of six professionals. The Executive Director will work as a director to lead the area's ongoing economic planning and business development efforts, and staff technical assistance on behalf of local elected and appointed public officials, and local development organizations.

Qualifications:

The Economic Development District would prefer candidates that have a Bachelor's or Master's Degree in Urban & Regional Planning, Public Administration, Business Administration, or a similar course of study and 5+ years of work experience in a related field. Any related experience at the local, regional, state, or federal level is desirable but not a requirement for consideration. In addition, any prior knowledge of state or federal grant and/or loan programs is also considered to be desirable, but not essential. Proficiency in Microsoft Office Suites is a must. Experience in Geographic Information Systems is desired, but not required.

Compensation:

Entry-level salary is commensurate with education and qualifications set by the position and includes a full range of fringe benefits including paid holidays; vacation and personal days; sick leave; along with a stipend of up to \$833 monthly to be used for the purchase of health and life insurance, and participation in a tax-deferred employee retirement program. The candidate selected will be provided with a fully equipped office and access to the agency's staff car for business use.

Deadlines:

Resumes should be submitted immediately. The Economic Development District is an equal-opportunity employer. Candidates must provide a(n):

1. Employment Application found at <https://scirpdc.com/Downloads/EmploymentApp.pdf>
2. Current resume of the applicant's qualifications (required)
3. A writing sample (required)
4. GIS Portfolio or samples of work, if applicable
5. Other information pertinent to the job description may be included

Personal interviews with the most qualified candidates who merit a personal interview will be scheduled by the Commission Board. The best candidate will be offered Employment contingent upon passing a drug test, criminal background check, and proof of educational credentials. The selected candidate will be expected to report to work no later than 14 calendar days following the acceptance of employment.

Submissions: Brooke Frederick
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The Position:

The Regional Planning Commission/Economic Development District is seeking a qualified individual to fill a full-time, salaried position as part of a staff of six professionals. The Executive Director will work as a part of a team to lead the area's ongoing economic planning and business development efforts, and staff technical assistance on behalf of local elected and appointed public officials, local development organizations, and area businesses.

Executive Director Position Description:

In accordance with the Commission's most current Personnel Policies, the position of Executive Director is considered to be a full-time salaried position with SCIRP&DC that is exempt from the payment of overtime benefits under Federal fair labor standards. Given the critical nature of the position of Executive Director, the best-qualified candidate will be selected by the Executive Committee members with the concurrence of the full Board of Commissioners.

Funding Source(s):

Given the rather diverse range of duties and responsibilities, ongoing financial support for the position of Executive Director may be provided from a wide variety of contractual relationships by and between the Commission and state and federal funding agencies. To the extent possible a large majority of the Executive Director's salary and fringe benefits shall be directly charged to the Commission's various contracts, however, in recognition of the fact that this staff member also shoulders the overall administrative responsibility for the regional organization, a portion of his or her salary will be charged on an indirect basis.

Duties & Responsibilities:

Working periodically with the Commission Chairman, members of the Executive Committee, and Board of Commissioners, the Executive Director shall be responsible for the following types of duties along with other tasks that arise:

Administrative & Fiscal Duties:

- representing the regional organization at public and private events to foster good public relations and a general understanding of the commission's various functions and programs;
- representing the Board of Commissioners or Committees of the Commission during negotiations with state and federal funding agencies, member local governments, development organizations, and the agency's staff and paid consultants, etc.;

- spearheading the annual preparation of an acceptable indirect cost allocation plan and balanced agency-wide operating budget, including the identification of realistic resources and expenditures (including salary and fringe benefit adjustments, etc.) for approval by the Board of Commissioners;
- spearheading the bi-annual review and possible preparation of necessary updates to the Commission's By-Laws, Personnel Policies, Affirmative Action Plan, and Investment Strategies;
- monitoring the staff's progress in professionally fulfilling the agency's responsibilities under various contracts and service agreements in a timely fashion in order to preserve a positive reputation for the regional organization and the timely receipt of expected compensation;
- spearheading the equitable and fair resolution of disagreements and differences of opinion with staff members, state and federal funding partners, and other associates at the lowest possible level;
- spearheading the agency's recruitment and hiring efforts in accordance with the Commission's most current Personnel Policies and Affirmative Action Plan, etc.;
- spearheading the agency's efforts to cross-train staff members in order to maximize the organization's flexibility and usefulness to its constituents;
- review all drafts/checks prepared by the Office Manager/Bookkeeper for payment of the commission's bills (before co-signing with an officer) along with monthly Treasurer's Reports and advise the Board of Commissioners as deemed necessary;
- reviewing all decisions regarding the prudent, diversified investment of the commission's recaptured principal and interest associated with its RBI / CDI loan programs in concert with the Loan Portfolio Manager to simultaneously promote geographic equity among regional lending institutions, reasonable liquidity, and maximum interest-earning for the organization.

Planning Duties & Responsibilities:

- as the senior planner for the commission, the Executive Director shall perform at least a cursory review of all planning documents before they are issued by the agency and, as deemed necessary (and feasible given timing constraints), intermittently participate in their development to foster high quality;
- coordinating efforts with the Economic Development Planner II to ensure the periodic rewrite of the District CEDS documents in order to maintain an effective economic recovery strategy for the five-county region; continue the receipt of District Planning Grant funds from EDA; and maintain the eligibility of the area's local governments for participation in EDA's economic adjustment, technical assistance and public works grant programs, etc.;
- coordinating efforts with other staff members, ILARC and national associations, and state and federal funding partners to remain abreast of new programs and funding opportunities that might be used to address the needs present within the region and complement the agency's budget resources.

Technical Assistance Duties & Responsibilities:

- as the senior planner for the commission, the Executive Director shall periodically be directly engaged in the provision of staff technical assistance or oversee the provision of such assistance by other professional staff members to member local governments, development groups, civic organizations, and the region's general public to help address issues and problems;
- common examples of technical assistance may simply include a discussion of the available and appropriate state or federal public sector programs that might be suitable for use in concert with local or regional funding in addressing local problems or issues;
- another example of staff technical assistance that would most likely be spearheaded by the Executive Director would center on the provision leadership in the development of enterprise zone annexation or termination date extensions, the preparation of written policy or procedural manuals for local governments with RLF's or the actual preparation of municipal or county RLF applications under contract with the regional organization, etc.;

Grant Writing & Management Duties & Responsibilities:

- as the senior planner for the commission, the Executive Director shall frequently be engaged in the provision of staff grant writing assistance or overseeing the provision of such assistance by other professional staff members to member local governments, development groups, and/or civic organizations within the five-county region to assist them in actually securing and then prudently using local, regional, state and/or federal grant in aid program provisions to help address local issues, problems and/or development opportunities, etc.;
- as the senior planner for the commission, the Executive Director shall continually strive to remain abreast of new or innovative state and/or federal grant-in-aid programs that might be of benefit to the region, or its member local governments, and as appropriate, discuss them with the Board of Commissioners.
- common examples of grant writing assistance associated with state-administered programs that would most likely be spearheaded by the Executive Director would center on the provision leadership in the development of CDBG Public Infrastructure, housing rehabilitation, or general economic development grant applications for consideration by DCEO; OSLAD outdoor recreational grants for consideration by IDNR; Economic Development Program / Truck Access Route Program funding proposals for consideration by IDOT; Coal Grant funding requests for consideration by DCEO.
- common examples of grant writing assistance associated with federally-administered programs that would most likely be spearheaded by the Executive Director would center on the provisional leadership in the development of the district's annual Planning Grant to support a regional-level economic adjustment program and the District CEDS process for consideration by EDA; the preparation of economic adjustment and/or public works grant requests for local governments for consideration by EDA.

Regional Program Development & Administration Duties & Responsibilities:

- As one of the senior planners for the commission, the Director of Regional Development shall frequently be engaged in the provision of staff “grant writing assistance” to member local governments, of Regional Development shall frequently be engaged in the provision of staff “grant writing assistance” to member local governments, common examples of such regional-level financial assistance programs associated with federally-funded programs that would be spearheaded by the Executive Director would include: the commission’s role as an EDD administering the Title IX RLF Program made possible by funding from EDA; the commission’s role as an Intermediary administering the agency’s RBI and CDI Direct Loan Programs made possible by funding from USDA.

Miscellaneous Duties & Responsibilities:

The Executive Director shall also perform such other duties and responsibilities as may be reasonably assigned by the Executive Committee or the Board of Commissioners for the benefit of the regional organization and the effective and efficient administration of its programs on behalf of Clay, Effingham, Fayette, Jasper, and Marion Counties respectively.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Executive Director’s job. Reasonable accommodations can be made to enable people with disabilities to perform the described essential functions of the Executive Director’s job.

While performing the responsibilities of the Executive Director’s job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, drive, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required by this job include close vision.

Work Environment

While performing the responsibilities of the Executive Director’s job, these work environment characteristics are representative of the environment the Executive Director will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Executive Director’s job.