

Southwestern Illinois Metropolitan & Regional Planning Commission (SIMAPC)

Employer: Southwestern Illinois Metropolitan & Regional Planning Commission
Job Location: 10025 Bunkum Road, Suite 201, Fairview Heights, IL 62208
Position: Executive Director

The Regional Planning Commission is seeking a qualified individual to fill a full-time, salaried position as the Executive Director.

The Executive Director will lead the operations of the Regional Planning Commission including, the ongoing planning, economic and business development efforts, staff technical assistance to county and municipal governments of local elected and appointed public officials, local development organizations and area businesses for a seven-county area.

The successful candidate will assume the primary responsibility for annually fulfilling the commission's scope of work. The individual will also work on area wide projects, executing a variety of grant writing, planning, mapping, business, community development, and economic initiatives.

The Executive Director will oversee the day-to-day operations of the commission including management of staff, planners, managing existing contracts, developing new opportunities and initiatives, managing an annual budget, completing financial reports, engaging with member counties, municipalities, agencies and vendors. The Executive Director will report to the SIMAPC board which includes and municipal officials (elected and non-elected) and shall provide monthly, quarterly and annual reports and will attend all meetings as required as the Executive Director.

Qualifications:

The candidates shall have a minimum of a bachelor's or master's degree in urban & Regional Planning, Public Administration, Business Administration, Geographical Information Systems (GIS), or a similar course of study and some practical work experience in a related field.

Related experience at the local, regional, state or federal level is desirable, but not a requirement.

Prior knowledge of state or federal grant and/or loan programs is also considered desirable, but not essential.

Proficiency in Microsoft Office Suites is required. Experience in Geographic, Information Systems is preferred.

Experience in accounting and budget preparation and management is preferred.

Compensation:

The annual salary and benefits shall be commensurate with experience, education and qualifications.

Revised: Jan 2024

The position will include a benefits package that will include paid holidays, vacation and personal days; sick leave; along with health benefits or a monthly allowance to be used for the purchase of health and life insurance, and participation in a tax deferred employee retirement program.

The candidate selected will work from the commissions office and shall be provided with the necessary equipment to complete work on behalf of the commission. The Executive Director and shall be provided reimbursement for mileage, auto allowance or access to a commission vehicle (if available) for business use.

Deadlines:

Resumes should be submitted by February 20th.

Candidates must provide a(n):

1. Cover letter outlining your background, qualifications and experience
2. Current resume of qualifications (required)
3. Other information pertinent to the job description may be included
4. Completed employment application

Interviews will be scheduled with the qualified candidates.

The selected candidate shall be required to complete and pass a drug test, criminal background check, and proof of educational credentials. The final candidate shall have a valid driver's license and shall provide a copy of insurance.

The selected candidate shall report to work within 14-21 days following the acceptance of employment.

Submissions:

**Southwestern Illinois Metropolitan and Regional Planning Commission
Executive Director Position
Attn: Herb Simmons
10025 Bunkum Rd, Suite 201
Fairview Heights, IL 62208**

You can email cover letter, resume, and application to simapcjobs@cofh.org.

No phone calls, please.

Applications must be postmarked by February 20th, 2024, to be considered.

The Southwestern Illinois Metropolitan & Regional Planning Commission is an equal opportunity employer.

Southwestern Illinois Metropolitan & Regional Planning Commission

Executive Director Job Description

The Position:

The Metropolitan & Regional Planning Commission/Economic Development District is seeking a qualified individual to fill a full-time, salaried position. 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 shall be considered a full-time salaried position with SIMAPC that is exempt under the federal fair labor standards for the payment of any overtime compensation. 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 local, 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 is responsible for 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 under the direction of the Commission Chairman, and along with 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 and duties as assigned for the operation of the commission.

Administrative & Fiscal Duties:

- The Executive Director shall represent the regional commission at public and private events to build 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 local, state and federal funding agencies, member local governments, development organizations, and the agency's staff and paid consultants and business relationships.
- Lead the preparation and negotiation of 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.

- Responsible for the bi-annual review and possible preparation of necessary updates to the Commission's By-Laws, Personnel Policies, Affirmative Action Plan, Investment Strategies and operating policies and procedures.
- Manage the staff, consultants and overall progress of the agency's responsibilities under various contracts and service agreements in a timely fashion to meet project requirements and timelines.
- Lead the agency's recruitment and hiring efforts in accordance with the Commission's most current Personnel Policies and Affirmative Action Plan and other personnel reporting requirements.
- Complete and manage financial operations of the commission, including general accounting, billing, payroll, accounts payable and receivables, investments, banking and providing monthly financial reports to the board. The executive director will engage with the audit firm on the annual audit to be presented to the commissions board. Review all drafts/checks prepared by the Office Manager/Bookkeeper for payment of the invoices and payments (before co-signing with an officer) along with monthly Treasurer's Reports and advise the Board of Commissioners.
- Establish scope of work and align resources to meet project and job requirements and timelines and manage project scope of work to completion.

Planning Duties & Responsibilities:

- The Executive Director shall perform a review of all planning documents before they are issued by the agency and, as deemed necessary, shall participate in their development to ensure project requirements are being achieved.
- Coordinating efforts with the Economic Development Planners to ensure the periodic rewrite of the District CEDS documents 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.
- Coordinating efforts with other staff and agency members, 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:

- The Executive Director shall periodically be directly engaging 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 necessary resources to achieve commission results.
- Technical assistance may include discussions, meetings and engagement with the appropriate state or federal public sector programs that might be suitable for use in alignment with local or regional funding in addressing local government and commission member requirements.

- The Executive Director may align the 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 and agencies.

Grant Writing & Management Duties & Responsibilities:

- 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 multi-county region to assist them in securing and managing local, regional, state and/or federal grants.
- The Executive Director shall engage in programs, conferences and with professionals to learn and remain up to date on 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.

Miscellaneous Duties & Responsibilities:

The Executive Director shall also perform other duties and responsibilities as 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.

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:

Most work is generally performed in a regular office environment. In addition, the position is required to attend evening meetings.

Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Executive Director

The Southwestern Illinois Metropolitan & Regional Planning Commission is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT

SOUTHWESTERN ILLINOIS METROPOLITAN & REGIONAL PLANNING COMMISSION (SIMAPC)

10025 Bunkum Road, Suite 201
Fairview Heights, IL 62208

Your application is the first step in the process of obtaining employment with the Southwestern Illinois Metropolitan & Regional Planning Commission. Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal, or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please complete all sections to the best of your knowledge. Falsification or omission of information may result in rejection of the application or dismissal if you are employed by the Southwestern Illinois Metropolitan & Regional Planning Commission.

If an item does not apply to you, or is not applicable to the job you are applying for, write in the letters "NA".

Feel free to attach a resume to supplement this application; however, you **must** complete all information requested on the application.

Unsolicited applications remain on file for a period of one year from the date of completion, while solicited applications associated with a position opening will remain on file for a period of two years from the date of completion.

APPLICANT INFORMATION

Date of Application					
Last Name	First	M.I.			
Street Address		Apartment/Unit #			
City	State	ZIP			
Phone	E-mail Address				
Date Available					
Position Applied for					
Referral Source	<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____				
Are you available to work	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Special Assignment				
If employed and you are under 18, can you furnish a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you filed an application here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever worked for the City?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Are you employed now?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact your present employer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of, or pled guilty or nolo contendere to any crime *	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
* Other than a minor traffic violation, you are NOT obligated to disclose sealed or expunged records of conviction or arrest. Please note that conviction of a crime will not necessarily disqualify an applicant – the nature of the crime and when the conviction occurred will be considered.					
Do you have the physical ability to perform all essential duties of the job for which you are applying?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain		

APPLICATION FOR EMPLOYMENT – CIVILIAN POSITIONS

Are there workplace accommodations, which would assure better job placement and/or enable you to perform your job to your maximum capability?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
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If applicable for the position you are applying for, please answer the next two questions:

Are you legally authorized to drive in the State of Illinois?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have a valid Illinois CDL?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

EDUCATION, SKILLS, AND CERTIFICATIONS

High School					
			Address		
Years completed		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Honors Received			Specialized training, apprenticeship, skills and/or extra-curricular activities		
College/Trade					
			Address		
Years completed		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Honors Received			Specialized training, apprenticeship, skills and/or extra-curricular activities		
Graduate					
			Address		
Years completed		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Honors Received			Specialized training, apprenticeship, skills and/or extra-curricular activities		

List professional, trade, business or civic activities and offices held (Exclude these, which indicate race, color, religion, sex or national origin)

Summarize special skills and qualifications acquired from employment or other experience.

PROFESSIONAL REFERENCES

Please list three professional references who are not related to you.

Full Name	Relationship	
Company	Daytime Contact Phone	
Address		
Full Name	Relationship	
Company	Daytime Contact Phone	
Address		
Full Name	Relationship	
Company	Daytime Contact Phone	
Address		

APPLICATION FOR EMPLOYMENT

PREVIOUS & CURRENT EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE – PLEASE READ IN ITS ENTIRETY

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or the presence of a disability or handicap.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application or any other pre-employment documents shall result in termination when discovered. I authorize you to obtain an investigative report from any law enforcement agency, which may include both general and personal information about me. I authorize investigation of all statements contained herein and authorized the references listed above to give you any and all

APPLICATION FOR EMPLOYMENT

information concerning my previous employment and any pertinent information they may have, personal and otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

In consideration of my employment, I agree to conform to the rules and regulations of the Southwestern IL Metropolitan & Regional Planning Commission and agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either SIMAPC or myself without notice or liability for wages or salary except such earned at the date of such termination. I understand that no manager, supervisor or representative of management, other than the Mayor, has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing. In the event that I am employed, I understand that regardless of the shift and job that I am first assigned, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of SIMAPC. I consent to take any physical or medical examinations, including blood and urine or other tests for alcohol and drugs, requested by SIMAPC in connection with the processing of my application for employment and further agree to take any such physical or medical examinations requested by SIMAPC during my employment if I am offered and accept a job. I understand that such an examination may be needed in order to determine my competence to perform the job or work for which I was hired, or to identify any physical or mental condition bearing on my job performance. I understand that refusal to submit to any physical or medical examination ordered by SIMAPC will result in rejection for employment or for disciplinary action up to and including immediate discharge. I further understand that any information obtained through such examinations will be performed by medical personnel, clinics or laboratories qualified to do the necessary work and costs for such examinations will be borne by SIMAPC

Signature	Date
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FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS POINT	
Position Considered	
Interviewed By	Witnessed By
Date	Date
Accepted for Employment YES <input type="checkbox"/> NO <input type="checkbox"/>	
Comments	