

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Executive Director

General. This position is responsible for overall management of the planning district office and providing support for the Commission. The Executive Director serves the Commission and related entities and seeks out opportunities for regional cooperation. The Executive Director is expected to direct the staff and provide assistance to the Commission. The Executive Director is hired by, and serves at the pleasure of, the Commission.

Responsibilities: The person in this position can be expected to carry out the following responsibilities:

Commission-related responsibilities:

1. Prepare and present annual budget for Commission approval.
2. Prepare budget submissions to local governing bodies for approval.
3. Prepare Annual Work Program for Commission approval, consulting with local governments in the preparation.
4. Oversee Legislative Program development and implementation.
5. Oversee preparation of monthly agenda and supporting documents for Commission meetings.
6. Secure funding for Commission activities.
7. Provide reports on topics of interest or importance to the Commission.
8. Serve as a link between the Commission and local governing bodies, local government staff, and state agencies.
9. Other responsibilities as are from time to time requested by the Commission.

Internal Responsibilities:

1. Hire, direct capable staff; maintain high level of professionalism in PDC office.
2. Oversee development and management of all contracts.
3. Coordinate, to the extent possible, interests of local governing bodies and staff to maximize the potential of regional cooperation.
4. Conduct an evaluation of the work of the work of the Commission as seen by the member governments on an annual basis.
5. Evaluate the performance of staff members on an annual basis.

External responsibilities:

1. Meet with local administrators, at least quarterly as a group to provide information about Commission activities and proposals, seek advice and guidance from local officials; and identify local and regional issues which could inform PDC activity; maintain contact with local administrators on an individual basis.
2. Meet with local planning staffs to insure PDC programs are consistent with local goals and objectives to the extent feasible.
3. Serve as director to other agencies/bodies with whom PDC has working agreements.
 - a. Charlottesville Albemarle Metropolitan Planning Organization (MPO)
 - b. Workforce Today! (Local Area IV Workforce Investment Board)
 - c. Thomas Jefferson Regional HOME Consortium

Skills:

1. Knowledge and understanding of Virginia system of local, state and regional government.
2. Knowledge of federal grants and their applicability and usefulness to the region.
3. Ability to work with a variety of people, including the Commission, advisory committees, local government elected and appointed officials, and citizen groups.
4. Ability to recruit, hire, and manage professional staff and their work.
5. Ability to formulate policy initiatives and direction for the Commission's consideration.
6. Ability to bring disparate opinions or information together to form a consensus.
7. Ability to design, manage, and direct a multi-faceted program which will attract funding, provide information and action alternatives to the Commission and member local governments, and which brings local governments together in solving problems.
8. Ability to direct major research or planning projects and to write clear, concise reports for the Commission, local governments, and the general public.
9. Ability to work well with federal, state, local elected officials, appointed staff and commission, and the general public.
10. Ability to inform public about Commission studies, activities, recommendations, successes.
11. Ability to seek out diversity in the staff and foster an environment to support diversity in hiring.

Education: Masters Degree in Public Administration, Planning or a related field. Work experience may be substituted for part of the educational requirement.

Experience: Three to five years of progressive responsibility for administration of programs; success in securing grants or similar funding; work in or with local government in planning administration and managing a professional staff.

Reporting: The Director is hired by the Commission and serves at the pleasure of the Commission.

Salary Salary is commensurate with experience.

Benefits Eleven holidays, 120 hours sick leave per year, fully paid employee health and life insurance, fully paid retirement with the Virginia Retirement System (VRS), vacation negotiable.