### Job Description

**Position:** Executive Director  
**Department:** Administration  
**Location:** Central Point, OR  
**Reports to:** RVCOG Board  
**Travel Required:** Yes  
**Last updated:** 9/1/2020  
**Salary Range:** Per Board  
**Hours:** 40 hours / week  
**Type of position:** Full-time, Part-time, Exempt, Non-exempt  

#### Direct Reports:
- Deputy Director, Planning Program Director, SDS Program Director, Natural Resources Program Manager, Food & Friends Administrative Manager, Food & Friends Operations Manager, Grants and Contracts Administrator

#### General Description
Manages the organization’s programs and operations to ensure the highest level of professionalism and service to the membership and larger region. Provides exemplary leadership in supporting the agency’s mission, goals, and core values, and models the behavior and dedication expected from every member of staff. Acting as RVCOG’s chief operations and administrative officer, maintains responsibility for strategic development, coordination, direction, and execution of the policies and programs of the agency, as well as informing and advising the RVCOG Board on policy issues and executing their directives.

#### Essential Job Functions

1. Developed, sets, and monitors the strategic direction of the organization and, in consultation with the Deputy Director and/or appropriate management staff, determines the utility, feasibility, and financial sustainability of proposed activities and programmatic changes.

2. Confers with and advises the Executive Committee and Board on regional issues, program progress, internal operations, new initiatives, and policy options. Negotiates consensus on matters of regional import.

3. Oversees management staff implementation of all projects and programs, ultimately responsible for quality control of and membership satisfaction with all RVCOG activities.

4. Provides oversight of RVCOG budget, and confers with Deputy Director on all aspects of organization’s financial controls.

5. Represents RVCOG and the membership before local, state, and federal agencies and other groups, providing information and consultation on matters pertaining to the organization.

6. Maintains an effective ongoing liaison with and makes presentations to governmental entities, elected officials, members, organizations, civic groups, news media, and public forums.

7. Holds oversight responsibility for the operation and maintenance of the central RVCOG offices in Central Point, and direct responsibility for the operation and maintenance of the Senior Resource Center in Grants Pass.

8. Executes an annual report to the membership of the performance of RVCOG, including the programs implemented on their behalf and the organization’s financial outcomes.

9. In conjunction with program and departmental managers, maintains oversight of the workloads and staffing of all of the organization’s activities.

10. Actively encourages utilization of RVCOG’s programs and staff with member jurisdictions, state and federal agencies, and other partner entities.

11. Maintains contact with the Oregon’s other COG Directors, consults and collaborates with them as necessary.

12. Facilitates the monthly Public Managers Meetings, encouraging information exchange and collaboration in regional and sub-regional issues.

13. Leads the regular RVCOG Managers Meetings, and in concert with the Deputy Director, selects the topics for discussion.

14. Acts as the General Manager of the Southern Oregon Center for Community Partnerships, RVCOG’s sister non-profit.
**AUXILIARY JOB FUNCTIONS**

1. Grant writing.
2. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Provides supervision of RVCOG top management staff and the Grants and Contracts Administrator.

**SUPERVISION RECEIVED**

 Receives supervision from the RVCOG Board of Directors.

**RELATIONSHIP TO OTHERS**

Maintains frequent contact with RVCOG management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general public.

**ACCOMMODATIONS**

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

**QUALIFICATION REQUIREMENTS**

**EDUCATION, TRAINING, AND EXPERIENCE**

1. **Education:** Bachelor’s degree in public administration, business administration, planning, community development, or related field; Master’s degree desirable.

2. **Experience:** A minimum of 10 years of experience in an organizational leadership position, preferably in the public or non-profit sector and including local government administration.

3. **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

**SPECIAL REQUIREMENTS**

1. **License:** Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.

2. **Vehicle:** Possession of, or permanent access to, a personal vehicle.

3. **Other:** Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Functional aspects of intergovernmental organizations;

2. Dynamics of organizational structures, program development, and implementation processes;

3. Principles and practices of effective management;

4. Professional practices in areas such as business development, grant writing and contract administration, public sector budgeting, fiscal administration, regional planning, and human resources; and

5. Confidentiality and information security rules.

**Related skills:**

1. Effective and collaborative leadership skills;

2. Strong financial management skills, including budgeting, forecasting, and analyzing and interpreting financial statements;

3. Critical thinking and logical problem solving skills that show creativity and good judgement;

4. Exceptional communication skills, both orally and in writing;

5. Political acumen and synergistic negotiation skills;

6. Excellent planning, organizational, and decision making skills that focus on efficiency, effectiveness, time management, and
organizational resources;
7. Advanced skills in word processing, spreadsheet, presentation, database, and email software; and
8. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:
1. Scrupulously maintain an apolitical posture in all dealings with member jurisdictions, agency partners, and the public;
2. Clearly model the behavior and work habits expected of staff and support the agency’s mission, goals, and core values;
3. Display the energy and drive to motivate the highest level of performance and professionalism at all organizational levels;
4. Excel under "service organization” and "servant leader” mindsets;
5. Plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating, motivating, coaching, and fostering performance improvement;
6. Proactively collaborate organization-wide and build positive relationships in a team-oriented working environment;
7. Establish and maintain effective working relationships with staff and other governmental and community agencies;
8. Focus on actions and results to effectively and efficiently create, implement, and communicate new processes;
9. Anticipate organizational financial needs and work with management team to address issues and ensure that goals are met;
10. Proactively plan and lead organizational change and foster conflict resolution;
11. Effectively manage quality improvement processes and provide oversight to multiple simultaneous projects;
12. Make effective and engaging presentations to groups of any size;
13. Engender trust and credibility with a high degree of integrity and ethical conduct;
14. Motivate high performance and collaboration by embracing innovative ideas;
15. Cope with stressful deadlines and perform multiple tasks simultaneously;
16. Develop and implement innovative programs; and
17. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds.
(3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/ Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management’s decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: Michael Cavallaro Date: 9/15/2020 Executive Director
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