Rogue Valley Council of Governments

EXECUTIVE DIRECTOR

Recruitment Announcement
ABOUT THE POSITION
The current Executive Director is retiring after more than 22 years in the position, and is leaving a well-respected, financially stable, and highly professional organization serving southern Oregon’s Jackson and Josephine counties.

The Executive Director is responsible for ensuring the highest level of professionalism and service to the membership and region through active management of the organization’s programs and operations. In the role of RVCOG’s chief operations and administrative officer, the Executive Director 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. The Executive Director may also, as has been the case in the past, assume direct responsibility for the implementation of projects of special importance to the region.

While RVCOG is undeniably an influential presence within the region, it is first and foremost a service organization, with its success tied directly to the quality of its programs and their relevance and responsiveness to the needs of its member jurisdictions and partner agencies. To ensure the continuation of the reputation RVCOG enjoys in the region, the Executive Director must set the tone of the organization by maintaining an up-to-date awareness of the needs of its members and the region, and by determining when and how RVCOG can be most useful in meeting those needs.

THE PERSON
RVCOG’s success has a great deal to do with a relatively flat organizational structure, in which employees at all levels are expected to act as ambassadors for the organization and to contribute to decision-making on an ongoing basis through active collaboration. The Executive Director is expected to embrace this structure by being strategic in delegating responsibilities; open to staff contributions and suggestions; clear and concise in all communication; and comfortable in holding authority based on professional achievement, not just a job title.

The ideal candidate will be someone who doesn’t insist on making all the decisions, but rather is adept at facilitating effective decision-making from others; is an engaged leader but not a micromanager; anticipates organizational financial needs and collaborates with management staff to address issues and ensure that goals are met; makes furthering the interests of the organization the top priority; demonstrates the highest degree of integrity and ethical conduct; engenders trust and credibility; embraces innovative ideas while also ensuring that they are financially and operationally feasible; is politically savvy but does not aspire to be a political “player”; is ready to step in and take the lead on a project when appropriate; and can function without a great deal of administrative support. Key strengths include excellent communication, organizational skills, and problem solving abilities, the capacity to effectively multi-task in a fast-paced environment, and an ability to scrupulously maintain an apolitical posture.

DESIRABLE QUALIFICATIONS
A bachelor’s degree in public administration, business administration, planning, community development, or related field; a Master’s degree is desirable. 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, is required. RVCOG would also like to see candidates with a history of successful on-the-ground project implementation. A satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job will be considered.
The Rogue Valley Council of Governments, established in 1968, has approximately 50 employees, a budget of approximately $9 million (most of it from Federal, State, and local governmental grants and contracts), and a wide range of services to the region encompassing Jackson and Josephine counties including:

**Senior Nutrition** – Provides balanced nutrition and frequent social contact to individual homebound seniors and to those still mobile enough to attend the region’s meal sites, delivering more than 240,000 meals a year with the assistance of 400 volunteers.

**Senior and Disability Services** – Makes numerous services available to seniors and individuals with disabilities, all of them with the same general goal – to permit individuals with physical, cognitive, or behavioral issues to remain independent in their homes with targeted assistance and education.

**Transportation Planning** – The region has two Metropolitan Planning Organizations, for which RVCOG staff provides professional transportation planning services.

**Land Use Planning** – Provides a land use planner on an ongoing contract basis to numerous smaller jurisdictions, and offers short and long term planning services to other members when needed.

**Grant and Contract Administration** – Assists members with grant writing, grant management, RFP/RFQ preparation, environmental assessments, and labor standards compliance.

**Natural Resources** – Restores and improves watersheds, natural systems, and recreational assets using specialized technical assistance, regional coordination, and program implementation.

**Technology Services** – Offers geospatial analysis, GIS-based map making, 3D modeling, and high resolution and thermal drone imagery.

**Special Member Services** – Computer network design and support, accounting and payroll services, human resources and benefits administration, procurement, and special projects.

**ABOUT THE REGION**

Located in the foothills of the Cascade and Siskiyou mountains in southern Oregon, this is a region of full four-season recreation at your doorstep. Medford, with a population of almost 85,000, is the largest city in Southern Oregon and Northern California and, as such, is a regional center for health care, services and transportation. Nearby Ashland is home to Southern Oregon University and the Tony Award-winning Oregon Shakespeare Festival, and to the northwest is Grants Pass, famous for its downtown historic district and whitewater rafting on the world famous Wild and Scenic Rogue River. The region is also well known for its multitude of award-winning wineries, many with tasting rooms nestled amidst some of its most beautiful scenery.

**APPLICATION PROCESS**

For application instructions, please see [How Do I - Apply For A Job](http://www.rvcog.org). A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.

This position will remain open until filled. In order to be considered for the first round of interviews, please submit your application materials by Monday, November 9, 2020.

The starting range for this position is $101,000 – $111,000 per year, depending on qualifications and experience.

Benefits include holiday, vacation, and sick pay, and comprehensive medical, dental, and vision coverage. Employer paid long-term disability, life insurance, HRA, and 13.02% non-PERS 401(a) retirement contributions are available after the successful completion of six months of service.