



## **Position Announcement: Executive Director**

September 1, 2012

**Region 10** is accepting applications for the position of Executive Director. Established in 1972, Region 10 is a 501C3 non-profit organization offering public programs in support of eighteen local communities and six counties in western Colorado. This position requires at least a Bachelor's Degree and a minimum of five years' relevant experience in business, public administration, finance or equivalent life experience in the field of administration. **Applications** should be sent to: [chair.region10@gmail.com](mailto:chair.region10@gmail.com). The deadline for applications is Sept. 28, 2012. For more information and a complete job description, please visit our web site at [www.region10.net](http://www.region10.net).

Full Position Description follows on the next page.



**POSITION DESCRIPTION**  
**Executive Director**  
*Updated Sept. 1, 2012*

**General**

This position requires an innovative individual with excellent communications and mediation skills, a visionary leader capable of analyzing the organization and building rapport, while maintaining Region 10's excellent fiscal health and leadership role in the communities we serve. The position is exempt, and full-time. The Executive Director is responsible for the overall administration, planning, organization, direction and control of the programs and services at Region 10. This includes the direct operations management of several programs, general supervision of program directors and support staff, financial management including operations and capital budgeting, human resources management, and the management of relationships with member local governments, the Board of Directors and various committees of the organization.

**Reporting Relationships**

The Executive Director reports to and receives general direction from the Region 10 Board of Directors and specifically from the Executive Committee of the Board. The Executive Director directly supervises the Area Agency on Aging Director, Business Loan Fund Director, Gunnison Valley Transportation Region Committee Chairperson (a contract employee), Accountant, and Executive Assistant/Enterprise Zone Coordinator, and indirectly with the Area Agency on Aging Coordinator. The ED works closely with the current Chair, Vice-Chair, and Treasurer of the Board of Directors.

**Duties and Responsibilities**

**1. Planning:**

- a. In conjunction with the Region 10 CEDS Committee, prepares a Comprehensive Economic Development Strategy for the region to comply with Economic Development Administration guidelines every five years.
- b. Prepares and proposes organizational goals for the approval of the Board. Develops, in conjunction with the staff, and approves annual operating objectives. Prepares and proposes revisions to the Bylaws, and organization policies and procedures to the Board.
- c. Prepares and/or approves operating policies and procedures for all programs and services as required.
- d. Prepares the annual budget for the approval of the Board.

## **2. Organizing:**

- a. Prepares and updates a Personnel Policy Manual to assure compliance with federal law. Evaluates and establishes appropriate and competitive salary and wage rates for all employees. Establishes an appropriate and competitive benefit package for staff, including a health plan, workman's compensation, and defined contribution retirement programs.
- b. Prepares and recommends changes to the Region 10 Bylaws.
- c. Establishes and maintains appropriate information technology and telecommunications systems to support all programs and services.
- d. Provides for appropriate physical facilities adequate to support the programs and services of the organization.

## **3. Directing:**

- a. Directs and manages the Enterprise Center Building (including tenant rental agreements and various maintenance agreements), Enterprise Zone (including contribution project and marketing grant agreements and certification of tax credits), Regional Transit Coordinating Council, and Economic Development Planning Programs of the organization in compliance with the requirements of and contracts with the Economic Development Administration, Colorado Department of Transportation, the Colorado Office of Economic Development and International Trade, and the Colorado Department of Local Affairs.
- b. Recruits, Hires, Supervises and Evaluates the Business Loan Fund Director, Area Agency on Aging Director, Accountant, Gunnison Valley Transportation Region Chairperson, and Executive Assistant/Enterprise Zone Coordinator in the performance of their duties. Reviews the performance of the Area Agency on Aging Coordinator.
- c. Prepares Requests for Proposals, recruits, evaluates, contracts with and supervises consultants and contractors as may be necessary for the operation of programs and/or the completion of routine and special projects. These may include service agreements with private contractors as well as state and federal contracts in response to notices of funding availability.
- e. Implements and enforces policies and procedures associated with personnel management, financial management, and general management of the organization.
- f. Prepares and/or reviews and executes all contracts for the organization except those specifically requiring Board Chair signature.

## **4. Controlling:**

- a. Reviews and presents monthly Financial Reports and quarterly objectives reports to the Board of Directors. Takes prompt appropriate action to correct issues or

problems, and when necessary recommends actions and/or revisions to the Board.

- b. Ensures the appointments and re-appointments of members of the Board of Directors and members of various committees of the organization in accordance with the Bylaws.
- c. Reviews minutes for the Board of Directors, Regional Transit Coordinating Council, and CEDS Committee and prepares meeting agendas for them, proposing and recommending specific actions as may be necessary.
- d. Ensures the preparation and presentation of an independent annual financial audit of the organization.
- e. Assures compliance with all Personnel, Financial, and general policies and procedures of the organization.
- f. Ensures compliance with all contracts and agreements.
- g. Performs other duties as may be required from time to time.

### **Qualifications**

This position requires at least a Bachelor's Degree in business or public administration, finance, or a related field, or equivalent work/life experience in the field of public administration. A Master's Degree is preferred. A minimum of five years' relevant experience in management or administration is required. Specific experience building positive relationships with federal and state departments and local governments is preferred.

### **Skills**

- Excellent verbal and written communication skills.
- Demonstrated organization, budgeting and financial management skills.
- Experience with the planning and management of small office information networks
- Demonstrated proficiency with the MS Office Suite, Web authoring, and other common business software.
- Proficiency with economic and demographic data research and analysis.

### **Other**

Position requires frequent travel throughout the six-county area. Travel to other areas of the state is occasionally necessary. Infrequent overnight travel is required. Rarely, out-of-state travel may be required. Access to a personal vehicle and the ability to drive a vehicle in all seasons and weathers on mountain highways is essential.

## Personal Attributes

- Integrity – Strives to be direct, candid and truthful with all communications both within and outside of the Region 10 team (Staff, Board and Committees). Brings issues or problems promptly to the attention of appropriate individuals with candor and tact.
- Dependability – Must be trustworthy to independently carry out both routine and extraordinary work assignments.
- Cooperation - Willing and able to work with others, both within and outside of Region 10.
- Organization – Has the ability to manage time and resources effectively and efficiently.
- Flexibility - Ability to meet changing or new situations and needs, and able to adapt smoothly to new challenges. Though working hours are generally 8:00 a.m. to 5:00 p.m. Monday-Friday, can adapt to extended hours as may be necessary.
- Safety - Understands and implements safe work habits.
- Appearance - Maintains a “business casual” appearance appropriate to the job and the setting as required.
- Collaboration – Supports and maintains effective working relationships within the Region 10 team. Supports and advises the Region 10 team and individual members of the team as necessary. Seeks and accepts advice willingly. Represents the Region 10 team in a positive, constructive manner in all settings, public and private.

## Functional Attributes

**Physical Demands:** Position requires light lifting, stooping, reaching, handling, speaking, hearing and visual depth perception. Extensive use of desktop and laptop computers and both hard-line and cellular telephones is required.

**Mental Demands:** Position requires comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and versatile interpersonal skills. Situations capable of generating significant stress can be expected.

**Environmental Conditions & Physical Surroundings:** Position requires work in a comfortable office environment and does not involve working in dangerous environmental conditions or physical surroundings.

**Hazards:** Position does not involve working with any identified hazards.