

DEPUTY DIRECTOR

Position Overview:

Under the supervision of the Executive Director, the Deputy Director functions in both an administrative and programmatic capacity. The Deputy Director is responsible for mid-level supervision of staff and coordination of activities to ensure efficient and effective operations of the Area Development District and perform other duties as assigned by the Executive Director.

The Deputy Director has the responsibility for coordinating division program efforts; and ensuring that agency activities are consistent with the goals and objectives of the Area Development District.

Duties and Responsibilities:

- Responsible for coordination of activities of agency divisions, which includes regular meetings with various Associate Directors and other staff as necessary.
- Review programmatic area/regional plans prepared by staff to verify consistency with agency goals.
- Assist the Executive Director as requested in managerial and administrative functions to support the efficient and effective operations of the Area Development District; coordinate programmatic activities with Fiscal Officer and Executive Assistant as necessary.
- Responsible for the oversight of the Comprehensive Economic Development Strategy (CEDS), and other agency-wide strategic planning documents and insure proper implementation of CEDS through agency activities.
- Perform direct programmatic functions in areas assigned by the Executive Director, as well as administrative duties; assist staff, when requested, in the completion of major work assignments that would require the expertise of the Deputy Director.
- Responsible for the direct oversight of the economic development activities of the agency.
- Serve as liaison for all agency programs under the guidance of the Executive Director.
- In the absence of the Executive Director, direct employees of the Lincoln Trail Area Development District in accordance with the personnel and operating policies and procedures of the District.
- Attend meetings or gatherings as an official representative of the Executive Director, at the direction of the Executive Director.

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Education & Experience:

This position should have a Master's Degree in public administration, planning or related field plus a minimum of four (4) years of related job experience. The experience should be in a position of responsibility and which required management skills.

General Qualifications:

- Must have knowledge of the physical, economic and social aspects of the counties in the Lincoln Trail Area Development District.
- Must be able to establish and maintain favorable working relationships with the employees, committees, councils, local, state, and federal governmental organizations, and the general public.
- Must have administrative and supervisory ability, as well as diplomacy and sound judgment.
- Must demonstrate dedication, responsibility and integrity.
- Must be clear and concise in both written and oral communication.
- Must demonstrate appropriate knowledge and expertise in assigned tasks.
- Must have strong organizational skills, demonstrated by the ability to coordinate the efforts of separate program activities and various staff levels.
- Must have proficient computer skills and demonstrate capability with multiple software programs.
- Must be a self motivator; work well without supervision.
- LTADD is a drug free workplace and an EOE, AA, ADA, Title VI employer. This position may require criminal background screening.

Work Site:

Generally in office sitting, however flexibility for travel and mobility to attend meetings is a must. May require walking, flying, or operating a vehicle. This position requires attendance of after hour meetings and overnight travel with limited notice.

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Work Place Hazards:

No known hazards exist in the work place. Must operate a staff vehicle and general office equipment in the course of daily duties.