

EXECUTIVE DIRECTOR

Position Overview:

The Executive Director shall be the Chief Operating Executive directly responsible to and supervised only by the Lincoln Trail ADD Board of Directors and shall advise and assist the Board and be responsive to their needs and requirements.

Duties and Responsibilities:

- Responsible for the administration and management of all LTADD activities and services including fostering economic and human growth through multi-county approach to planning and development of natural and human resources.
- Responsible for directing the development of area-wide goals and preparation of plans, programs, and projects, as well as serving local governments.
- Responsible for promoting the concept of multi-county planning.
- Responsible for the employee policies, internal procedures, evaluation process, management of the personnel compensation and pay plan.
- Responsible for the decision to hire and dismiss employees.
- Responsible for reporting the status of programs and finances to the Board of Directors as well as Committees of the LTADD Board.
- Negotiating and contracting with private consultants, businesses, non-profits, state and federal agencies.
- Implementing personnel policies and procedures established by the Board of Directors, as well as reviewing and approving monthly, quarterly, and annual reports, news releases, and other documents.
- Representing the LTADD at official functions and exercising judgment and discretion at all times.
- Establishes and maintains relationships with other districts, key members of the regional community, federal and state officials and strategic partners.
- Represents LTADD to industry groups and national regionally-focused associations.
- Establish and maintain relationships with all local units of government in the eight-county region.
- Establish and maintain relationships with members of the federal and state legislative delegation and staff representing the region.

EXECUTIVE DIRECTOR

Education & Experience:

This position should have a Bachelor's degree in public administration, planning or related field with a Master's Degree preferred and/or relevant and necessary experience in public administration, planning, economic development or related fields.

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.
- LTADD is a drug free work place an EOE, AA, ADA, Title VI employer. This position may require a 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.

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.