

QVCOG Executive Director Job Description

Position Overview

The Executive Director is responsible for the day-to-day operation of the Quaker Valley Council of Governments. This position reports to the QVCOG Board of Directors. The Executive Director works with various committees of the Board and the Managers/Secretaries Committee to support the growth of the region and to facilitate intergovernmental cooperation. The Executive Director must effectively interact with municipal elected officials, municipal managers, municipal authorities, and county, state and federal government agencies. The Executive Director develops, monitors, and executes a wide array of programs, plans, projects, and activities beneficial to the QVCOG and its member communities.

Essential Tasks of the Position

- All managerial and administrative functions of the QVCOG
- Administer the Federal Community Development Block Grant Funds to the QVCOG Board of Directors and elected officials with regular and precise updates
- Prepare and provide all QVCOG related documents and reports in a timely manner, including but not limited to meeting agendas and minutes, financial reports, and grant applications
- Oversee the bidding process for professional contractors and shared services offered to the municipalities
- Supervise, oversee, and follow up with contractors on a continuous basis to ensure that the services provided meet expectations; includes precise logging of work performed, including complaints or deviations from plans
- Keep public information updated, including websites and public notices in newspapers
- Conduct research as directed by the QVCOG Board of Directors with respect to COG programs and policies
- Contact citizens, vendors, elected officials, managers, and employees on behalf of the QVCOG
- Represent the QVCOG in various meetings and serve on various committees
- Schedule appointments, meetings, and register personnel for conferences and seminars
- Issue various licenses and permits as assigned
- Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness
- Perform other duties as assigned by the QVCOG Board of Directors

Position Requirements and Qualifications

- Bachelor's Degree required; Master's in Public Administration preferred or a combination of education and 3-5 years of experience in local government or closely related field
- Project management and budgeting acumen
- A motivated self-starter capable of operating independently and arriving at creative solutions
- Committed consensus builder dedicated to regional cooperation
- Collaborative approach that is respectful of diverse viewpoints
- Excellent written and oral communication skills
- Strong technical and computer skills
- Ability to develop bidding and contract specifications for the services provided by the COG