

EXECUTIVE DIRECTOR

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all Calaveras Council of Governments (CCOG) transportation projects, work programs, policies and procedures, Council-approved budget, and personnel decisions; provides policy guidance and program evaluation to the Council and staff; ensures that all regulatory and contractual requirements are met; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Council. Exercises direct and general supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

The Executive Director serves as the Chief Executive Officer of CCOG and is accountable for enforcement of all Federal, State, local, and CCOG laws, rules, codes, policies, and procedures, conduct of all financial activities, oversight of all programs, projects, activities, and efficient and economical performance of CCOG's operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, administers, coordinates, and evaluates the work of CCOG in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the Council.
- Plans, organizes, directs, and coordinates CCOG's transportation programs and projects which involve providing wide variety of administrative, strategic planning, project development, and environmental studies.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Council and CCOG; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of capital and operational budgets for CCOG; authorizes budget transfers, expenditures, and purchases; provides information regarding CCOG's financial condition and needs to the Council.
- Develops and oversees the implementation of the Overall Work Program (OWP) and Capital Improvement Program (CIP); prepares and recommends long- and short-range plans for CCOG's programs, capital improvements, and funding; directs the development of specific proposals for action regarding current and future CCOG needs.
- Acts as Secretary to the Council; oversees the preparation of meeting agendas, including the of background information for agenda items, assembling and distribution of agenda packets, meeting records, and all enclosures for mailings, and taking and transcribing of minutes; oversees distribution

- of documents resulting from Board action; oversees the preparation, publication, distribution, and posting of legal and informational notices on behalf of CCOG.
- Prepares agendas for Council, committee, and community meetings and ensures that appropriate minutes of such meetings are developed and maintained.
 - Represents CCOG and the Council in meetings with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
 - Provides for the investigation and resolution of complaints regarding the administration of CCOG.
 - Oversees the selection, training, professional development, and work evaluation of staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
 - Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award.
 - Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
 - Oversees the maintenance of working and official CCOG files.
 - Ensures that the Council is kept informed of CCOG functions, activities, and financial status and of legal, social, and economic issues affecting CCOG activities.
 - Monitors changes in laws, regulations, and technology that may affect CCOG operations; implements policy and procedural changes as required.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff.
- Principles, practices, methods, and technical requirements of transportation projects and programs.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a Regional Transportation Planning Agency (RTPA).
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of public agency budget development and contract administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing CCOG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and CCOG staff.

Ability to:

- Plan, develop, administer, review, and evaluate the programs, projects, and activities of CCOG.
- Work cooperatively with, provide staff support to, and implement the policies of CCOG Council.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all CCOG financial activities, including the development and implementation of the budget and the control of all expenditures and purchases.
- Oversee all CCOG planning and capital improvement programs and projects.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively represent CCOG in meetings with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, planning, engineering, or a field related to the work and seven (7) years of management or administrative experience in a Regional Transportation Planning Agency or municipal government agency, general transportation and/or transit planning, or public program administration. A Master's degree is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.