

Mid-Minnesota Development Commission

EXECUTIVE DIRECTOR

Job Title: Executive Director

Work Hours: Full-Time (Typically)

Reports to: Mid-Minnesota Development Commission

PURPOSE

Serves as top-appointed official performing management, administrative, and professional work to administer and coordinate all the Commission's operations based on policy direction from the MMDC Board. Oversees, through supervision of department heads, the administration of all Agency departments. Ensures services, programs, and projects are administered to meet Board-established goals and objectives and in accordance with applicable laws, ordinances, and other provisions. Provides executive support to the Board and effectively recommends policies and other actions, manages the Agency's budget, and administers the personnel system. Oversees the work of consultants and other contracted services.

ORGANIZATIONAL RELATIONSHIPS

Reports to: MMDC Board and numerous committees

Communicates with: Internally - Department heads and other MMDC employees, attorney;

Externally - City council members, county commissioners, and city/county staff; townships elected and appointed officials; state legislators and agency staff; federal officials and agency staff; local businesses, civic organizations and community groups; area media representatives; MMDC service providers, and area residents.

Supervises:

Directly - All department heads;

Indirectly - All other MMDC employees.

KEY FUNCTIONS, DUTIES, AND RESPONSIBILITIES

Performs program development and implementation activities

- Develops and administers the annual work program.
- Exercises overall responsibility for project/contract development activities and contract performance.
- Provides ongoing input regarding Agency goals and objectives.
- Responsible for program implementation as workload allows and program implementation through staff delegation.
- Responsible for presentation of comprehensive and functional plans for consideration by Commission in guiding orderly development of the Region.

Performs a variety of administrative activities

- Develops meeting agenda and information packets; attends Board and committee meetings; and maintains relationship with Board members. Implements recruitment procedures for Board Member replacements.
- Makes decisions regarding office space/equipment/furniture and software purchases.
- Advises the Board and directs staff regarding grants, contracts and other revenue-generating opportunities. Oversees all departments for overall direction and support.
- Manages MMDC's relationship with neighboring RDCs and Minnesota Association of Development Organization members. Discusses and engages in coordinated programs/services as appropriate.
- Performs a variety of financial management activities
- Develops and manages the agency's overall budget.

- Oversees accounts payable, accounts receivable, and payroll functions.
- Oversees preparation of financial statements and cash flow management.
- Engages in strategic planning for fund development; oversees investment of existing funds.
- Makes decisions regarding charges for services and participates in establishing clientele contracts.

Performs a variety of personnel management activities

- Undertakes or effectively recommends, to the Board, the majority of supervisory functions such as hiring, training, assigning and prioritizing work, coaching and evaluating performance, disciplining, and rewarding.
- Develops and administers the annual work program; directly or indirectly supervises staff on service delivery and project work; and provides ongoing input regarding Agency goals and objectives.
- Makes decisions on staff development and oversees/coordinates training.
- Administers the Agency's pay system and personnel policies; oversees employee benefits; and prepares and submits, to the Board, changes regarding policies, pay and benefits.
- Prescribes the specific limitations of the authority of subordinates regarding policies, contractual commitments, expenditures, and personnel actions.
- Insures that conflicts are resolved in a lawful manor.
- Ensures policies and practices are in compliance with federal and state laws.

Performs a variety of community/professional relations

- Oversees and participates in the development of a marketing/communications plan.
- Develops responsible methods to disseminate information to local units of government.
- Oversees and participates in the writing of marketing materials, newsletters, the annual report, and news releases.
- Represents the Agency and provides information to elected officials, community leaders, and the general public through attendance at meetings, conferences, and other events.
- Attends training and other professional development opportunities to maintain and expand base of knowledge.
- Maintains good work relationships with state legislators and agency officials; monitors activities and legislation at federal, state and local levels; and provides testimony and discusses proposed/potential legislation with state officials.
- Attends Minnesota Association of Development Organizations meetings.
- Exercises overall responsibility for project/contract development and contract performance.

OTHER DUTIES AND RESPONSIBILITIES

- Participates in community/economic development-related project work as work load allows.
- Serves on outside committees as time allows.
- May attend National Organization of Development Organizations (NADO) annual conference and other conferences as needed.
- Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Considerable knowledge of public administration, public sector financial management, human resources/personnel administration, community & economic development/planning, and grant administration.
- Thorough knowledge of various public and private grant programs.
- Thorough knowledge of MMDC's organizational structure and operations, programs and services.
- Thorough knowledge of the MMDC's by-laws, administrative and personnel policies, and ability to apply/interpret with uniformity and consistency.

- Knowledge of Board directives and skill in effectively implementing/executing them.
- Knowledge of the structure and functions of federal, state, and local units of government.
- Knowledge of relevant federal and state laws, rules, and regulations.
- Knowledge of data collection, statistical analysis, and report presentations.
- Ability to formulate a variety of different but compatible ideas into one plan or proposal.
- Knowledge of budgeting principles/practices and accounting standards.
- Ability to establish and maintain effective working relationships with officials and employees of all levels of government, member of business, citizen organizations, and with the general citizenry of the Region.
- Skill in writing proposals and grant applications.
- Skill in communicating, verbally and in writing, with a wide variety of groups and individuals and skill in using an appropriate degree of tact, persuasion, and facilitation depending on the situation.
- Skill in supervising subordinate personnel and fostering a team approach.
- Skill in leadership, planning, and organizing and ability to establish/manage programs and services that meet the organization's vision and mission.
- Ability to analyze complex data, exercise independent judgment, and prepare/present reports for decision making purposes.
- Ability to be highly organized and to establish priorities and follow through with a course of action for handling multiple tasks, delegating responsibilities, and making timely decisions based on reliable information.
- Ability to develop ideas and present recommendations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to be flexible and adapt to changing situations/priorities.
- Displays values of: integrity, transparency, honesty, and professionalism.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business administration, planning or closely-related program, **and** six or more years of administrative/management experience including decision making responsibility in personnel administration, budgeting, and customer relations. An equivalent combination of education and experience may be considered. Valid Minnesota driver's license or ability to obtain within employer-specified time-frame.

Preferred Qualifications

Master's degree in one of the above areas and specific experience managing an agency of similar size and complexity.