

KIPDA  
POSITION DESCRIPTION

Class Title: Executive Director

Supervisor: Board of Directors

Supervises: All Agency staff

Class Characteristics: Under the general direction of the Board of Directors serves as the chief executive and administrative officer of the agency. Responsible for leading efforts to achieve short and long range goals and objectives, policies, budgets and operating plan in accordance with Board directives.

General Duties and Responsibilities:

Essential Functions personally or through subordinate employees:

1. Responsible for the total administration of the regional planning agency.
2. Confers with and advises the KIPDA Board concerning Agency activities.
3. Develops and implements short-term and long-range plans for maintaining and enhancing KIPDA's regional status including marketing, public information, and governmental relations plans.
4. Guides and directs the Board of Directors' activities in support of policies, goals and objectives, budgets, and operating plans, and determines allocation of duties and resources.
5. Establishes organizational hierarchy and delegates limits of authority to subordinate Directors regarding policies, contractual commitments, expenditures, and employee matters.
6. Represents KIPDA to industry groups, representatives of government and the general public.
7. Directs utilization of contracting services in order to maintain cost efficiencies while ensuring quality of services.
8. Directs preparation of budgets based on broad organizational goals and growth objectives.
9. Provides advice, guidance, direction, and authorization to carry out major plans and programs consistent with Board directives.
10. Establishes and maintains an effective system of communications throughout the organization.
11. Reviews organizational activities to determine progress and status in attaining objectives and revises objectives and plans when necessary.
12. Establishes and maintains relationships with industry influencers, key members of the community, Federal and State officials, and strategic partners.
13. Performs staff management activities.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's and/or Master's degree in planning, administration or a related field or equivalent experience with a minimum of 15 years' related experience in a responsible position in a comparably sized regional planning district, local, state or federal government agency.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Thorough knowledge of the physical, economic and social aspects of the region.
2. Thorough knowledge of current federal and state programs relating to a regional planning agency.
3. Working knowledge of Indiana and Kentucky state programs and government structures.

#### Skills:

1. Skill in the use of computers and other office equipment.
2. Skill in problem solving, reasoning and organization.
3. Written and oral communications skills.
4. Supervisory skills.

#### Abilities:

1. Ability to relate state and federal legislation to multi-county plans and projects.
2. Ability to maintain effective public, private and work relationships with employees, elected officials and the general public.
3. Ability to interpret complex regulations and policies.
4. Ability to establish and maintain effective working relationships with members of the Board, federal and state funding agencies, agency employees, and the general public.
5. Ability to express ideas clearly, orally and in writing, including oral presentations.
6. Ability to successfully direct organizational growth within a rapidly changing industry.
7. Ability to develop and maximize relationships within the industry, community and government entities.
8. Ability to be proactive and a take charge leader who is politically savvy and treats Board members and other public officials openly and evenhandedly.
9. Ability to engender respect and cooperation of all employees within the organization.
10. Ability to take the initiative.

## ADDITIONAL REQUIREMENTS

Instructions: Must use own judgment most of the time.

Processes: Refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

Review of Work: The Board of Director's review work performed.

Analytical Requirements: Assignments require continual analysis of figures, data trends, and results of all kinds that directly affect the organization.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, calculator, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed indoors at a desk or table in a climate controlled environment - reading, using a computer, meeting with others, etc. Operating a vehicle is a job requirement. Frequent local, state and national travel is required.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to attend evening and weekend meetings.

Certification Requirements: None

Additional Requirements: None.

Overtime Provision: Exempt.

Salary: Commensurate with experience with a minimum of \$90,000 annually.