



Coastal Bend Council of Governments

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Coastal Bend Council of Governments (CBCOG)

The CBCOG is designated as one of 24 Texas State Councils of Governments, consisting of Elected Officials representing approximately 578,718 residents in urban and rural cities and counties in an 11-county region in South Texas. In addition to being the designated economic development district and serving as the Area Agency on Aging, the CBCOG oversees and is highly engaged in multi-jurisdictional planning efforts related to:

- Emergency communication systems
- Criminal justice
- Aging services
- Solid waste management
- Environmental protection
- Homeland security

The Position

Reporting to the Board of Directors, the Executive Director (ED) advises the Board on policy matters and administers policies adopted by the Board, publicly represents the CBCOG and coordinates intergovernmental affairs to include briefing the Board on legislative issues impacting CBCOG, and directs the efforts of professional staff to secure grant resources and ensure compliance with local, state and federal regulations. The ED is responsible for developing and sustaining a high-performance organization that attracts and retains talent, effectively manages financial resources, and consistently seeks opportunities to expand successful partnerships to advance the Board's policy priorities.

Essential Functions

- **Resource Development:** Research and apprise the Board of funding opportunities; develop grant applications and manage resources using best practices to ensure compliance with local, state and federal regulatory requirements.
- **Board of Directors:** Routinely and proactively update the Board on budget and spending plans, grant programs, legislation, policies and funding opportunities that impact or influence the work of the CBCOG; work collaboratively with the Board Chair and Advisory Committees to prepare agendas and meeting materials; advise on development of policy to advance the effectiveness of the CBCOG and funding allocated to the CBCOG for programs in the areas of emergency communications systems, criminal justice, solid waste and water quality, economic development, and aging services.



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- **Multi-Jurisdictional Planning:** Act as the liaison to state and federal agencies, establish and sustain productive relationships with government agencies, jurisdictional partners, and key stakeholders; monitor and report to the Board the state and effectiveness of inter-jurisdictional and other key relationships and develop recommendations to leverage CBCOG relationships to further the Board's policy priorities and expand opportunities to develop and secure resources.
- **Administrative and Operational Management:** Provide leadership for directors and professional staff managing daily CBCOG operations and overseeing grant programs and projects; direct the development of the Annual Operating Budget and institute cost controls and monitoring approaches to ensure fiscal integrity and compliance with all grant requirements; guide the development of a recruiting strategies and success plan and provide support to program directors on staff recruitment, evaluation and salary adjustments.

Knowledge, Skills and Abilities

- Knowledge of state and federal guidelines, rules and regulations related to government finance, practices of state government and public administration, and the Texas Administrative Code.
- Familiarity and experience with principles and practices applied in a regional planning commission/council of government.
- Experience developing and administering complex budgets to ensure transparency and fiscal accountability.
- Experience developing, negotiating and administering contracts.
- Understanding and experience with best practices related to grant development and management to ensure regulatory compliance.
- Experience building teams and developing high-performance organizations.

Experience, Skills and Training

- Master's degree in business or public administration, social science, regional planning, or a related field with emphasis on planning, quantitative analysis and research, plus at least four years of progressively responsible experience in public administration, including management, supervisory, planning, grants management, and intergovernmental relations experience.
- **OR** Bachelor's degree in business or public administration, social science regional planning or a related field with emphasis on planning, quantitative analysis and research, plus at least six years of progressively responsible experience in public administration, including management, supervisory, planning, grants management, and intergovernmental relations experience.



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- **OR** any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Advanced familiarity with technology and computer software applications required (Microsoft Office).
- Demonstrated experience developing and sustaining effective business partnerships, building productive community-based relationships, and sustaining positive relationships with elected officials at all levels.

Certificate and Licenses

- Current, valid driver's license, with the ability to secure a State of Texas driver's license within 90 days of hire.

Compensation

At the Coastal Bend Council of Governments, employees are our priority. We are passionate about providing employees with a competitive benefits package. Below is a summary of benefits for this position:

- Health and dental coverage
- Life insurance
- Mission Square Retirement (401)a) plan, matching at 10%
- Paid time off

Job Type: Full-Time

Annual Salary: \$120,000 plus

Company car provided

Applications should be submitted to [WorkinTexas.com](https://www.workintexas.com) by 5:00pm, Thursday, 2/29/2024