

LAKE OF THE OZARKS COUNCIL OF LOCAL GOVERNMENTS

EXECUTIVE DIRECTOR JOB DESCRIPTION

Effective Date: September 9, 2024

Position: Executive Director

Employment Status: Full-time

Position Summary: The Executive Director is the top executive of the Lake of the Ozarks Council of Local Governments, one of Missouri's 19 Regional Planning Commissions. The position is highly responsible, requiring abilities in leadership, supervision, planning, and stakeholder collaboration. The position is responsible for the fiscal integrity of the organization including its financial stability, the development of a competent staff, the effective implementation of all initiatives, and communications to and support of the Board of Directors.

Essential Functions*:

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The Executive Director will follow any other instructions, and perform any other related duties, as may be required by the Board of Directors.

1. Manage day-to-day operations of the organization.
2. Establish and maintain a meaningful and effective working relationship with member local governments, state and federal government agencies and private sector partners.
3. Develop, plan, organize, and administer policies and procedures to ensure strategic, administrative, and operational objectives are met.
4. Recruit, hire, train and evaluate quality staff members.
5. Develop performance standards and evaluate work in accordance with established standards.
6. Direct and coordinate activities of staff to ensure continuing operations, maximize returns on investments, and enhance productivity.
7. Develop an annual budget for Board approval that is fiscally sound and meets generally accepted accounting principles (GAAP).
8. Implement long-range organizational financial goals.
9. Develop and maintain a financial reporting process that provides an accurate depiction of the financial status of the organization.
10. Direct, approve and monitor all expenditures as allowed by policy or budget.
11. Ensure that all physical assets and other property of the organization are properly safeguarded.
12. Seek and secure stable funding from diversified sources that ensure the continued viability of the organization, including but not limited to federal/state/regional grants, private sector partnerships, and contractual partnerships with state and federal agencies.

13. Ensure the legal integrity of the organization by providing security for all files, legal and grant related documents, membership, and mailing lists. Ensure the agency complies with all state and federal open meetings and open records laws (“Sunshine” laws).
14. Negotiate contracts and agreements with federal, state, local, and private agencies and oversee the reporting process.
15. Ensure that the Council remains in compliance with all grant agreements from federal and state funders.
16. Maintain open communications with Board of Directors, member local governments, federal and state agency representatives, and private stakeholders.
17. Maintain open internal communications with staff and strive to maintain staff morale and a pleasant working environment.
18. Develop and recommend programs and policies relating to the strategic mission of the organization.
19. Serve as an active ambassador representing the regional interests of its members and continually enhance credibility in the community and region.
20. Promote regional collaboration, consensus-building, and community partnerships.
21. Responsible for program and project development that supports the goals and objectives of the CEDS plan, MoDOT work plan, Board of Directors and other regional and community economic development efforts.
22. Stay actively involved with the Missouri Association of Councils of Government and other state and national professional development and advocacy organizations.

Skills, Knowledge, and Abilities:

Self-Management/Leadership

1. Individual Leadership and Influence: Creates and communicates a compelling and inspired vision or sense of core purpose; uses appropriate interpersonal styles and methods to inspire and guide individuals (staff, peers, and partners) toward goal achievement; invites and considers input from each person and shares ownership and visibility.
2. Action Orientation: Enjoys working hard; is action oriented and shows dedication for all organization- sponsored events; sees programming as challenging and worthwhile; seizes opportunities when they arise.
3. Self-Knowledge: Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback to gain insights from mistakes; open to constructive criticism and looks forward to balanced performance appraisals.
4. Perseverance: Pursues everything with energy, drive, and a need to see the event completed to a successful conclusion; seldom gives up before finishing, especially in the face of resistance or setbacks.
5. Creativity: Strives to develop new and unique ideas for implementing regional leadership; uses brainstorming and other techniques to achieve new and innovative approaches.
6. Priority Setting: Can quickly sense what will help or hinder accomplishing the established goals; focuses on the most important tasks and spends time wisely on what is important.
7. Team Leadership: Participates effectively as a member of leadership team; able to balance organizational needs, personal leadership, others’ leadership, and the development of team in a way that strengthens the organization while achieving goals.

8. **Entrepreneurial Spirit**: Has good entrepreneurial skills by providing creative and nontraditional ideas and suggestions to the organization; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the community; good at bringing the entrepreneurial spirit to others.

Technical Skills

9. **Nonprofit Leadership**: Has a working knowledge of the management of nonprofit organizations and the ability to lead an agency to reach a high level of accomplishment. Works well with a Board of Directors, providing concise information for the formation of necessary policies. Sets clear objectives and measures, monitors process, progress, and results appropriately.
10. **Finance and Budgeting**: Is knowledgeable in the financial systems of the organization; aware of the need for profitability and is conscious of cost-saving and revenue-generating opportunities. Knowledgeable in formation of annual and program specific budgets and can analyze the effectiveness of various programs.
11. **Community Engagement**: Establishes and maintains linkages with key stakeholders, utilizes leadership, team building, negotiation, and conflict resolution skills to build consensus within community partnerships. Collaborates with community partners to promote the organizational principles, identifies how public and private organizations operate within the community and accomplishes effective community engagements. Identifies community assets and available resources and communicates the role of the organization with public and private partners.

Organizational Knowledge and Skills

12. **Strategic Agility**: Sees ahead clearly, can anticipate future consequences and trends accurately. Has broad knowledge and perspective and is future oriented. Has the ability to articulate the vision of possibilities and likelihoods and can create breakthrough strategies and plans.
13. **Problem Solving**: Draws on multiple sources of information to research solutions; has a strategic, “big picture” focus in assessing solutions and can anticipate consequences; and manages disagreements.
14. **Political Savvy**: Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the problems lie and plans approach accordingly.
15. **Judgment/Decision-making**: Makes sound judgments by asking good questions and probing all possible sources for answers; makes decisions after exploring alternative options that are based on logical assumptions and information taking into consideration resources and boundaries; and looks beyond the obvious, not stopping at the first answer.
16. **Planning and Organizing Work**: Accurately identifies the length and difficulty of tasks and projects; establishes a course of action for self and team members to accomplish specific goals; delineates work into the process steps; and anticipates and adjusts for problems and roadblocks.
17. **Community/Customer Focus**: Proactively develops community/customer relationships by making efforts to listen to and understand the constituent; gets first-hand customer information and uses it for improvements in programs; anticipates and provides solutions to community/customer needs; establishes and maintains effective relationships with the community to gain their trust and respect; and gives high priority to community/customer satisfaction.
18. **Ethics**: Adheres to an appropriate and effective set of core values and beliefs during both good and difficult times; acts in line with those values; rewards the right values and disapproves of

others; is seen as a direct, truthful individual who can present the unvarnished truth in an appropriate and helpful manner.

Interpersonal and Teamwork Skills

19. Teamwork/Cooperation: Works effectively with organization staff, the Board of Directors, and the various community agencies to accomplish organization goals; takes actions that respect the needs and contributions of team members; shares wins and successes; and puts own objectives to the side for the objectives of the organization.
20. Giving and Receiving Feedback: Provides timely information that people need to know for the success of the program/event; and provides direct feedback and information to team members, local governments, and other parties so that they can make accurate decisions.
21. Listening: Practices attentive and active listening, having the patience to hear people out and can accurately restate the opinions of others even when there is disagreement.
22. Interpersonal Savvy: Possesses an approachable demeanor; builds appropriate rapport and constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably; and practices active listening skills.
23. Understanding Others: Listens carefully to understand various points of view, whether he/she agrees; accepts diversity in others; manages all kinds and classes of people equitably; and deals effectively with all races, nationalities, cultures, handicaps, ages and both sexes.

Minimum Qualifications:

Education: BA/BS in public administration, non-profit administration, planning, economic development, or related field preferred but not required.

Experience Level: Prior experience in management, including administration of personnel, programs, board management, budgets and fiduciary matters preferred.

Other: Experience with the Microsoft Windows operating environment, including Microsoft Office, internet, and email platforms. Comfortable with standard office equipment, including multi-line telephone, smart phone, tablet computer, desktop computer, and networked copy machine. Position requires occasional evening and weekend duties. Must be willing to travel via personal vehicle. Must possess and maintain a valid driver's license and personal auto insurance. Must be legally eligible to be employed in the United States.