

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

WILSON, NORTH CAROLINA

Executive Director – The Upper Coastal Plain Council of Governments is seeking qualified applicants for the position of Executive Director. The position performs professional level administrative and managerial work under the direction of a board of directors from a five-county region including Edgecombe, Halifax, Nash, Northampton and Wilson Counties. The position works closely with and makes recommendations to a governing board of local officials on important public policy issues affecting the region and its member governments. Position serves as the organization's representative at the regional, state and federal level. Position is responsible for managing and supervising four program directors and the executive assistant to the executive director. The regional council is a regional planning and development organization working in workforce development, aging programs and services, planning and development programs and services including community and economic development, grant writing and administration, small business development including loan services and facilitation services.

Ideal candidate should have knowledge in the fields of planning, social service delivery, grantsmanship and workforce, community and economic development. Have knowledge of the principles and practices of intergovernmental relations. Have knowledge and experience of the principals and practices of modern public administration. Have the ability and experience to direct and supervise a staff of professional employees and administrative personnel. Possess excellent communication skills through oral and writing means including social media. Possess thorough knowledge and understanding of the function of local, state and federal governments. Have the ability to build consensus among officials and partners to further the mission of the regional council and its member governments. Have the ability to market and promote the regional council's programs and services in the region and statewide. Candidate must possess the knowledge and understanding of regionalism and have the ability to work regionally.

Candidate must be a graduate of an accredited four-year college or university with a bachelor's degree in business administration, public administration, urban and regional planning, or closely related field supplemented by ten (10) to fifteen (15) years previous experience that includes public administration with local governments or state agency experience. Experience in fiscal management, urban and regional planning and personnel management required; or an equivalent combination of education, training and experience. Salary range of \$83,237 to \$120,546 with full benefit package including local government retirement system and 401 (k) plan.

Candidates should submit a letter of interest, resume and four references to Jim Youngquist, SouthEast Regional Directors Institute, 29 Calumet Road, Little Rock, AR 72223 or preference to email address at jim.youngquist@icloud.com no later than March 30, 2018 at 5:30 PM EST. Position to be filled by July 1, 2018. All inquiries should be emailed to ggodard@ucpcog.org. A full job description can be found at UCPCOG website under Career Opportunities. UCPCOG is an Equal Opportunity Employer.