



Barrington Area Council
Of Governments

POSITION DESCRIPTION

Job Title: Executive Director
Employment Status: Part-time: 19 hours/week
Compensation Range: Hourly \$42.51 - \$44.53 / Annually \$42,000 - \$44,000

Scope of Work

This position directs the work of the organization on behalf of its member municipalities and townships. It is responsible for communicating the vision of its members, promoting regional identity, and building intergovernmental collaboration and cooperation.

Supervision

Received: This position reports to the Executive Board.
Exercised: Supervises one or more part-time employees.

Essential Job Functions

The job functions listed are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Analyze development, policies and laws in matters of land use, transportation, zoning, housing, infrastructure, utilities, tax revenues, environmental resources and other areas; promote and defend the Regional Comprehensive Plan and represent members' interests locally and to counties and regional and state entities; provide technical, legislative, legal and political support to member governments; position the region in controversial issues, and serve as liaison to other levels of government to promote BACOG interests.
- Coordinate reporting to Executive Board by the consultant for groundwater programs; coordinate meetings and groundwater consultant interactions with Water Resources Committee; distribute and communicate educational materials about groundwater to members and the public.
- Provide programs as requested for officials and staff in areas such as emergency management, planning and zoning, and environmental protection; conduct quarterly or

periodic administrators' roundtables; coordinate professionals' presentations to the Executive Board at regular meetings.

- Oversee the use and maintenance of the Barrington Area Geographic Information System (GIS) and development of maps and supporting data for governmental needs, with services to be provided by independent contractor for GIS; facilitate and coordinate GIS support for groundwater mapping and data compilation/organization as needed by consultant for groundwater programs.
- Convene the Executive Board monthly or as scheduled, and coordinate committee meetings and special events.
- Support the work of Standing Committees (Policy and Long-Range, Nominations, Legislative, Finance) and any Ad Hoc Committees of the organization (currently Bylaws and Water Resources).
- Evaluate emerging issues with the Policy and Long-Range Committee and develop programmatic recommendations to support new needs; coordinate the nominations process and rotation of board officers with Nominations Committee.
- Develop legislative positions and initiate bills addressing members' needs with Legislative Committee; coordinate action and interactions with legislators.
- Develop and administer the annual budget with the Finance Committee; apply for, manage and report on grants and donated services; cause the monthly Treasurer's report and annual audit to be completed and disseminated to the Executive Board.
- Administer the office lease and any related contracts; maintain insurance policies; develop and administer contractor/consultant contracts.
- Prepare and disseminate directors' reports monthly and subject matter reports as needed
- Conduct surveys and collect information as requested by members.
- Hire and supervise BACOG employees; oversee the work of the Treasurer and verify monthly reports and bank account activity; work with and manage any independent contractors and consultants.
- Oversee all financial management; maintain contracts; manage intergovernmental agreements and any special arrangements among members.
- Maintain licenses for special software such as ArcGIS and arrange training for staff and members as needed (e.g., online emergency response programs).
- Oversee maintenance of website and regular communications via social media, and promote the organization through communications with members, the community, and the public.

Other Job Functions

Perform related duties as assigned.

Requirements of Work

Graduation from an accredited four-year college or university; desirable to have advanced degree in Planning, Public Administration, Public Policy, Environmental Studies, or a related field. At least seven years of experience in such field or working with government, or a combination of related experience that provides the knowledge, ability and skills needed to work in local government.

Knowledge of:

- The land-use planning process and the interaction of municipal/township organizations and elected officials.
- Applicable county and state development programs.
- Budgeting and grant funding principles and practices.
- Use of applicable reference materials. Able to read, interpret and apply applicable laws, regulations, policies and procedures in the exercise of the essential job functions.

Ability to:

- Perform research and studies.
- Communicate effectively.
- Coordinate projects.
- Multi-task and prioritize workload.
- Operate standard office equipment.

Skill in:

- Use of word processing, database and spreadsheet software.
- Planning and data analysis.
- Public relations.
- Oral and written communications.

Necessary Special Requirements

Ability to pass a criminal and financial background check.

Willingness to take a pre-employment Culture Index for work-related traits.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

To Apply

Applications will be accepted through October 30, 2020, and must include cover letter, resume and three professional references. All applicants will be asked to complete a Culture Index Assessment.

Please send applications via email only to: mayor@southbarrington.org