

Old Colony Planning Council (OCPC)

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Position Summary:

As the Chief Executive Officer of the Old Colony Planning Council (OCPC), the Executive Director is responsible for the overall management of the agency including its infrastructures, staff, work programs, activities, contracts and finances. The Executive Director also serves as the primary public “face and voice” of the organization in the implementation of the position’s wide array of work tasks and responsibilities. The Executive Director is charged with successfully implementing the agency’s Mission Statement and working collaboratively with public officials, civic leaders, business executives, citizens and others to identify and advocate for the Old Colony region’s priority needs and opportunities while, simultaneously, providing leadership, management and oversight of a diverse and skilled staff. Through an internal network of supervisors, the Executive Director’s work agenda includes general responsibility for the selection, development and effective utilization of the agency’s staff resources as well as the development, negotiation and direction of programs, organizational financing, intergovernmental relations and external relations. Within the framework of policies, work programs and budgets adopted by the Council, duties of the Executive Director are typically performed with a wide latitude of action in planning, directing and communicating the programs undertaken by the Council. Work performed by the Executive Director is continually monitored and reviewed by the full Council through meetings and reports. The Executive Director monitors the effectiveness of the agency’s performance and results.

Illustrative Examples of Work:

The Executive Director’s work responsibilities include, but are not limited to:

- Maintaining a working knowledge of trends, best practices and significant developments in the fields of municipal and regional planning as well as understanding how these trends may impact the region and its people.
- Working toward maintaining and enhancing the OCPC’s reputation as an informed and trusted resource for unbiased, professional information, advice and assistance as well as continually building upon its established role as a key and respected regional leader and partner.
- Supporting the Council and multiple advisory and decision-making bodies in discharging their duties helping to determine, establish and implement plans and policies on issues and topics, which are within the agency’s broad purview.
- Providing leadership in crafting and outlining solutions for the Council to consider when setting policies for the agency and its planning region, and for their effective implementation over time.
- Working in concert with the Council and OCPC’s 17 member communities to formulate, refine and implement plans and programs, which in turn strengthen and broaden the scope of OCPC products and services that are in alignment with local and regional needs and opportunities.

- Ensuring ongoing agency compliance with all applicable federal and state laws and regulations.
- Working with staff to develop and maintain sound fiscal and accounting practices, as well as reliable revenue streams that can sustain the OCPC's work over time while also helping to maintain the Council's financial stability.
- Managing OCPC's companion nonprofit, the Regional Operational Management (ROM), Inc.
- Acting as a principal representative of the Council with the public, media, and elected and appointed public officials.
- Working closely with the region's state and federal legislative delegations in order to track legislative initiatives along with trends and opportunities of consequence to the OCPC and its member cities.
- Advocating at all levels of government for the adopted policies, plans and policy positions of the OCPC that respond to the needs and opportunities of the region and its member municipalities.
- Representing, as necessary and appropriate, OCPC on local, regional and statewide committees and boards.
- Providing leadership, direction and overall management of OCPC's diverse and skilled professional staff and insures that activities are supportive of Council policies and programs.
- Striving to continually maintain an open and positive work environment, which enables the OCPC to attract, maintain and motivate a top quality and dedicated staff.
- Spearheading efforts to build an agency that is fully committed to being open, transparent, inclusive and respectful in all of its deliberations, decisions and ethical operations and conduct.

Qualifications:

A) Education, training and experience requirements Include, but are not limited to::

- Fifteen or more years of directly relevant work experience preferred with demonstrated increasing supervisory and management experience required.
- Relevant Bachelor's degree required, while a Master's degree in planning or public administration is strongly preferred.
- Work experience with a regional agency or organization similar to OCPC is highly desirable.
- Demonstrated success in writing, securing and managing complicated grant awards is highly desirable.
- Strong oral, written, organizational skills and abilities are required.
- Strong understanding of public finance and accounting principles are required as are measures of agency performance and public accountability.
- Leadership and interpersonal communication skills.

B) Core knowledge requirements include, but are not limited to:

- Land use; transportation; economic development; housing; environmental protection; elderly services, climate change adaption/mitigation; shared municipal and regional services; community development; and data/GIS services, elder service network, etc.
- Principles and practice of public finance, budget development/management and accounting.
- Personnel management policies, practices and applicable federal and state regulations.
- Laws, legislative initiatives and regulations that are relevant to OCPC's work and which affect municipal and regional governance and decision making including demonstrated expertise in municipal and/or regional agency structure and operations.
- Working knowledge of relevant office software and technologies.
- Extensive knowledge of the principles and practices applied in regional planning and governance.
- Extensive knowledge of the principles and practices of public administration, especially in the context of local government, inclusive of the intergovernmental relationships and arrangements between local government and the state and federal levels.
- Develop and maintain good public relations throughout the region. This may include press releases, correspondence, and meetings with local public officials, boards, commissions and/or agencies.

C) Personal characteristics include, but are not limited to:

- A high-energy self-starter who can effectively manage and expand, as appropriate, an ambitious Council's work program.
- Can respond positively and proactively to unexpected agency opportunities and challenges.
- A strong and committed consensus and coalition builder who is capable of communicating and working effectively with a wide spectrum of internal and external partners and stakeholders.
- Strives through dialogue and negotiations, to achieve consensus among differing opinions and the potential for competing priorities.
- Ability to handle and prioritize multiple work tasks and responsibilities while exercising sound and independent judgment within the context of the Council's policy guidelines.
- Adept at analyzing problems, developing options and formulating recommendations on how to move forward.
- Readily takes responsibility for Council programs and projects as well as their implementation.
- Broad understanding of contract agreements and work arrangements that can achieve timely and cost effective results, often despite complicated and demanding circumstances.
- Possess a strong commitment to staff training and development along with a solid record of successful staff recruitment efforts that have helped attract a diverse, talented and committed team of staff professionals.
- Open to and respectful of the comments, ideas, suggestions and other forms of feedback received from Council members, staff, public officials, civic and business leaders and the general public that are relevant to the OCPC and all aspects of its mission and work agenda.

D) Important skills include, but are not limited to:

- Strong written, communication and presentation skills.
- Organizational and leadership skills.
- Experience and high comfort level in being an outgoing spokesperson and relationship builder for the Council and the region it serves.
- Ability to convey, in concise and understandable language, complex information, issues and topics to a broad cross-section of public officials, regional leaders, agency staff and the public at large.

E) Other requirements include, but are not limited to:

- Attend all regular and special meetings of the Council or committees of the Council.
- Operation of standard office equipment including computer hardware.
- Ability to travel throughout Commonwealth of Massachusetts as well as out-of-state on occasions.
- Requires a driver's license and ability to travel throughout the region.
- Attendance and participation at relevant national conferences and programs of the National Association of Development Organizations (NADO) and American Planning Association (APA), etc.