

## EXECUTIVE DIRECTOR DESCRIPTION OF DUTIES AND RESPONSIBILITIES

As chief administrative officer of the Rockingham Planning Commission the Executive Director leads, manages and directs operations of the Commission within parameters established and approved by the Commission.

Leadership responsibilities include working with the Executive Committee and the Commission as a whole to develop and articulate a vision, strategy and work program for the RPC, to execute the work plan or program approved by the Commission, to monitor and report on progress, and to identify modifications as needed.

As the principal representative of the RPC to municipalities in the region, the Executive Director leads efforts to attract new member communities, to build and sustain relationships with current members, ensures financial sustainability of the agency, assesses members' expectations and needs, promotes the work of the RPC to assist members in achieving their development and conservation goals, and regularly evaluates the RPC's performance in serving them. The Executive Director also has lead responsibility for developing and maintaining strong cooperative relationships with partner agencies and organizations at state and regional levels.

Specific duties of the Executive Director, some of which may be delegated to others as appropriate, include: 1) hiring, supervising, evaluating, developing and, when appropriate, releasing employees; 2) directing daily office operations and functions; 3) ensuring administrative compliance with all grants and contracts received by the Commission and compliance with related Federal and State regulations; 4) preparing and managing the budget; 5) ensuring the financial sustainability of the organization by developing and sustaining appropriate revenue sources; 6) developing and promoting the use of Commission services; 7) acting as spokesperson for the Commission; 8) managing work of the Executive Committee and other standing committees; 9) planning and organizing Commission meetings and programs, 10) informing the Commission on regional and State planning issues and assisting in formulating policies related to such issues, and 11) carrying out Commission directives and policies.

Minimum qualifications for the position are a Master's Degree in planning, public administration or a related field and seven (7) years of professional experience, two or more of which include managerial responsibilities.