

Director of PGS POSITION
(Announcement)
March 2019

The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of Director of Planning & Government Services (PGS). The PGS Director is responsible for overseeing a staff of seven employees providing assistance to its member local governments in the areas of local and regional planning and community & economic development.

The ideal candidate will have experience in most, if not all, areas of regional-planning activities including: project development and oversight, public funding and financing, program/project administration, community engagement and related areas. Specific knowledge and experience is required in assisting communities in the development of public infrastructure and public facilities, transportation planning, land-use planning, and public administration.

The position requires an ability to supervise staff, develop professional relationships with elected leaderships and program partners, communicate effectively in written materials and oral presentations, perform administrative tasks, and manage administrative programs and their budgets. The PGS Director will serve as one of the agency's three programmatic division heads, reporting directly to the NEGRC's Executive Director.

Required:

- Bachelor's degree from an accredited college or university in political science, government, history, English or similar area of study
- Minimum of 5 years related work experience
- Demonstrated capacity to supervise staff and manage projects
- Strong written and oral communication skills
- Organizational and strategic-planning skills
- Ability to find solutions to complex issues, sometime in difficult situations.
- Understanding of local-government functions and their relationship to regional planning
- Ability to facilitate and mediate meetings and related discussions with positive outcomes
- Leadership skills in planning and conducting formal meetings

Preferred:

- Master's degree in Public Administration, City and/or Regional Planning, or related field
- 5-7 years of related work experience

This position reports to the NEGRC's Executive Director. For a complete list of duties, see <http://negrc.org/local-services.php> under "News."

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The range for starting, annual salary is \$63,000-\$75,000 based on experience and qualifications. A competitive benefits package is provided. A complete resume and cover letter with three professional references should be sent to: NEGRC, Attn: Julie Ball, Program Assistant, 305 Research Drive, Athens, GA 30605-2795 or email: jball@negrc.org. Review of received resumes will begin on April 11, 2018 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.

NORTHEAST GEORGIA REGIONAL COMMISSION
Planning & Government Services (PGS) Division
Director

EXAMPLES OF DUTIES

The following examples are duties and tasks assigned to this title:

- Prepare public and official communications for distribution to local governments, agency representative and the public through electronic, voice, and written means.
- Supervise a staff of 7-10 employees. Perform annual performance appraisals, review and approve leave requests, time sheets and travel expenses, and plan and convene staff meetings.
- Prepare annual budgets and monitor program expenses throughout the year.
- Prepare administrative grant applications to state and federal agencies for program funding.
- Serve on agency committees, regional and state boards, and participate in official meetings with program partners.
- Develop job descriptions and announcements for job vacancies, conduct candidate interviews, and perform candidate due diligence.
- Support staff in project assignments and, when necessary, participate in meetings, conference calls, and site visits to ensure quality performance.
- Assist the Executive Director in regional programs and efforts that may include NEGRC Councilmembers.
- Maintain and file division correspondence and official documents related to administrative contracts, grant funding, and related information.
- Prepare draft correspondence for review and signature for the Executive Director, as needed.
- Maintain working relationships with NEGRC Councilmembers, local government staff and officials, and constituents within the region.
- Travel to conferences and meetings in an official capacity and representing the NEGRC.
- Develop innovative approaches for the effective and efficient operation and use of the division's human and financial resources.