



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

JOB ANNOUNCEMENT

NAME OF POSITION: Executive Director

FLSA: Exempt

DESCRIPTION: Under policy direction, leads, plans, organizes and directs the operations and staff of the SouthEastern Arizona Governments Organization. Inspires a shared vision, works with the Executive Board to develop a strategic plan to fulfill the Organization's mission, and guides the implementation of the Organization's goals, strategies, and tactics. Develops and proposes policies, programs and budget documents for Board consideration. Responsible for communicating effectively with the Board and providing information necessary for the Board to exercise governance. Maintains communication, coordination and relationships with member entities and various state and federal agencies.

EDUCATION/EXPERIENCE: Master's Degree in Public Administration, Urban Planning or a closely related field, and seven (7) years management experience, including two (2) years experience in policy making, planning, budgeting and management of professional staff. Or any combination of education and experience that provides the ***required knowledge, skills and abilities*** listed in the complete job description below.

Position closes August 14, 2023 at 5:00 p.m.

Salary Range: \$85,000 - \$115,000 per year plus full health insurance and retirement benefits.

Contact Randy Heiss at (520) 432-5301 x 202 with any questions.

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

[APPLY ONLINE](#)



TITLE: Executive Director

JOB CODE: 101

FLSA: Exempt

PREPARED: November 2004

UPDATED: May 2018

Summary: Under policy direction, leads, plans, organizes and directs the operations and staff of the SouthEastern Arizona Governments Organization. Inspires a shared vision, works with the Executive Board to develop a strategic plan to fulfill the Organization's mission, and guides the implementation of the Organization's goals, strategies, and tactics. Develops and proposes policies, programs and budget documents for Board consideration. Responsible for communicating effectively with the Board and providing information necessary for the Board to exercise governance. Maintains communication, coordination and relationships with member entities and various state and federal agencies.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides leadership and vision that supports and guides the organization's mission as defined by the Executive Board; responsible for timely, accurate and effective communication with the Board in order to provide, all information necessary for the Board to function properly and make informed decisions.
- Coordinates the development of a strategic plan with the Executive Board and member entity management to support the Organization's vision and mission; and oversees the implementation of the plan's goals, strategies and tactics; monitors progress and evaluates outcomes.
- Responsible for the submission of a proposed annual budget to the Board and oversees fiscal management that anticipates operating within the approved budget; ensures maximum resource utilization, and maintenance of a positive financial position.
- Responsible for effective administration of SEAGO operations, development of proposed policies and procedures, and is the designated signatory for all notes, agreements, and other instruments made and entered into on behalf of the Organization.
- Directs and evaluates the planning and implementation of services provided by the Organization; oversees programs such as transportation planning, social services, economic and community development and other services; directs and monitors the implementation of these programs to ensure that they comply with federal and state laws and regulations.
- Responsible for the recruitment and retention of competent, qualified staff; trains, manages, counsels and instructs employees as required; encourages staff development and conducts performance evaluations; takes disciplinary action as necessary; provides leadership and direction to employees in problem resolution, planning, and work assignments; coordinates the work of staff throughout the planning process.
- Provides planning assistance and stimulates interest and action among local planning groups; coordinates multi-jurisdictional planning efforts within the organization; prepares reports on agency activities.
- Evaluates the effectiveness of services provided to member agencies; implements changes as necessary to improve service and service delivery.

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- Serves as the Organization's primary spokesperson to constituents, the media and the general public; responsible for the enhancement of SEAGO's image by being active and visible in the community and by working closely with other professional, civic, public and private organizations.
- Attends seminars and conferences; represents local entities and interests in intergovernmental negotiation with federal and state agencies.
- Performs other related duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- Knowledge of federal, state and local laws and regulations governing the organization's programs and services.
- Understanding of public sector and nonprofit organizations, and ability to quickly understand key programmatic activities and challenges.
- Knowledge of the principles and practices utilized in research, analysis, program planning, development, and implementation.
- Knowledge of regional needs and resources available to meet these needs.
- Knowledge of the principles and practices of procurement and project management.
- Skill in researching, gathering, analyzing, and reporting on the needs of the region.
- Skill in planning and organizing work to meet program deadlines.
- AICP certification preferred.
- Spanish language skills are desirable but not required.

Education, Experience, and Certifications:

Master's Degree in Public Administration, Urban Planning or a closely related field, and seven (7) years management experience, including two (2) years experience in policy making, planning, budgeting and management of professional staff. Or any combination of education and experience that provides the following **required knowledge, skills, and abilities**:

- Knowledge of the principles and practices of public administration, grant writing, and management.
- Knowledge of budget planning, development, management, administration, and financial reporting.
- Knowledge of training, supervisory, and motivational techniques; knowledge of employee policies, procedures, and personnel administration methods; knowledge of equal employment opportunity and anti-discrimination practices; and skill in effectively leading, managing, and evaluating the work of staff.
- Outstanding communication skills including written, verbal, and presentation skills.
- Skill in conducting and facilitating public meetings, and in coordinating activities with local elected and appointed officials.
- Skill in developing and implementing policies and procedures while ensuring compliance with organization goals and objectives.
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions, including staff, local elected and appointed officials, state and federal officials and the public.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, Outlook and PowerPoint).

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- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- State of Arizona driver’s license.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require community work and travelling to and from various community locations, therefore the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to communicate by voice, use sight, and hearing.
- Ability to lift up to 20 pounds.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver’s license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

_____	_____	_____
Name:	Title: Executive Director	Date Signed
_____	_____	_____
Name:	Title: Executive Board Chair	Date Signed