

## AGENCY EXECUTIVE

Salary Range: \$97 - \$120/hour

Agency Executives serve as a administrative and operational executive staff to identified agencies and oversee day-to day agency activity as well as advising the governing board regarding policy formulation, financial matters and emergent issues. The Agency Executive facilitates the agency's efforts to accomplish mission and goals and meet stakeholder needs; provides overall leadership and direction to staff; represents the agency as needed with State and local intergovernmental and/or regulatory agencies, various public and private groups; and performs related work as required.

### Agency Executives are expected to:

- Plan, organize, and administer the operations of an agency either directly or through subordinate management or supervisory staff in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the governing board.
- Facilitate strategic planning activities that include the development and implementation of multi-year goals, objectives and administrative policies and procedures.
- Monitor revenues and expenditures for consistency with the adopted budget; as needed, may pursue additional or alternative sources of Agency or project funding.
- Provide various ongoing financial management activities and reporting as needed, including annual budget cycle; monthly financial reporting, preparation of financial projections, etc.
- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of services, projects, service delivery methods, and procedures; identifies and implements opportunities for improvement.
- Acquire and monitor contractors to provide necessary technical services.
- Serve as principal spokesperson for the Agency at public and professional functions and prepare reports and other materials for Agency meetings; may coordinate media relations.
- Adapt to assignment-specific variations in roles, teams, and tools to deliver workflows.
- Be comfortable working in a remote/virtual environment utilizing a variety of information technology resources and platforms; depending on assignment.
- Uphold the highest ethical standards and build positive professional relationships.

### Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Federal, State, and local laws, regulations, and codes relevant to assigned areas of responsibility.
- Current social, political, and economic trends affecting local government and service provision.

- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, work standards, and internal controls.
- Provide leadership and direction to all departments of the agency.
- Conduct effective negotiations and effectively represent the agency in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Oversee all financial activities, including administering investments, the development and implementation of the budget, and the control of all expenditures and purchases.
- Supervise, direct the work of, and develop team members.
- Organize work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Competencies:**

- **Analytical Thinking:** Identifies solutions to complex problems; evaluates options and selects the most effective solution.
- **Change Management:** Leads team through ambiguity to achieve a positive and beneficial outcome.
- **Collaboration:** Works well in cross-functional teams comprising of members of various departments or agencies.
- **Decision Making:** Considers the total organization when making decisions. Anticipates and seeks an understanding of the impact and implications of decisions on planned outcome or results.
- **Influence:** Maintains an awareness of organizational goals and objectives while simultaneously navigating solutions towards desired outcomes and preserving relationships.
- **Leadership:** Understands formal and informal power and influence within the organization and successfully achieves positive, desired outcomes.
- **Risk Management:** Identifies and assesses credible risks to the agency, staff, and processes.

**Qualifications:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and competencies is qualifying. During the selection process, RGS may conduct an assessment exam to evaluate areas of qualifications.

**Physical Demands:**

Ability to use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.