

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

Position Description

Position: Chief Executive Officer

Reports To: Champaign County Regional Planning Commission

Position Purpose

The Chief Executive Officer (CEO) is responsible for agency staffing, operations, programming, budget, and service delivery; consistent with the official policies, procedures, and guidelines of the Regional Planning Commission, the Champaign County Board, and all other associated oversight boards, councils, units of government and governmental agencies under contract. The Regional Planning Commission is structurally under the Champaign County Board. The CEO exercises initiative and independent judgement in identifying and analyzing opportunities, developing optimal solutions for effective problem solving, and providing leadership to the RPC team in developing and implementing innovative initiatives. The CEO is responsible for maintaining a strategic vision for the organization's growth and long-term fiscal stability consistent with shifting federal, state, and local priorities and effective use of public resources.

Dimensions

The CEO oversees a staff of 220 positions in eleven locations and manages an annual operating budget of \$23M incorporating over 100 different federal, state, and local grants and contracts.

Nature and Scope

The Regional Planning Commission appoints the CEO who serves at the pleasure of the Commission. The CEO advises and receives policy direction from the Commission and various other program-specific boards, councils, agencies, committees, etc. with whom the Commission works. The CEO is responsible for the direct supervision of the senior management team and the functional responsibilities of all RPC employees.

The CEO oversees program execution in the areas of regional, environmental and transportation planning; economic, community and workforce development; social services; early childhood education; and technical assistance to member communities.

The CEO is responsible for establishing major programmatic and financial objectives, developing multi-year strategies for growth and providing strategic direction and support to the RPC. The CEO is responsible for developing recommendations and practices to establish and maintain diversity in revenue, employment and programming.

The CEO oversees the administration of federal, state and local grants and contracts each having highly diverse and complex programmatic, fiscal, and staffing requirements. The CEO must be conversant with the public sector legal and regulatory environment, grant and contract administration, and must have the professional capability to assess financial and community impacts and to effectively communicate options and prepare recommendations for commission and funding agency decision makers.

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The CEO supervises all phases of the budgetary process, allocation of funding and staff resources, salary and benefits administration, and performance evaluation systems. The CEO oversees all aspects of grant and contract implementation including service delivery mechanism, outcome measurement and reporting, staffing, cost recovery, and adherence to legal and regulatory requirements.

The CEO provides leadership and accountability for subordinate personnel including hiring, selection, retention, assignment of work function, development, disciplinary proceedings, evaluations, terminations, travel, work activity approval, time and effort reporting, and cost allocation. The CEO provides administrative support to all RPC staff with a specific focus on developing and implementing fiscally sustainable organizational strategies.

The CEO negotiates leases, contracts, agreements, and requests for goods and services subject to the adopted purchasing policy and, when required, the concurrence of the RPC. The CEO actively participates in negotiating AFSCME contracts, implementing contract terms, and facilitating labor-management communications.

The CEO is responsible for the security, accessibility, and advancement of the RPC's information technology system consistent with client needs and funding agency requirements.

The CEO oversees the management of all RPC leased facilities, plans and implements capital and infrastructure improvements, and develops strategies for cost effective space utilization consistent with grantor agency and client requirements. The CEO regularly evaluates locational alternatives for expansion, staff assignments, capital requirements, system configuration, and contract options.

The CEO directs the communication strategy with public officials, stakeholders, governmental agency personnel, and staff. The CEO is responsible for development and implementation of an effective long-term communication strategy responsive to the needs of clients and customers of the RPC.

The CEO routinely represents the RPC at various professional meetings and on various federal, state, and local committees and boards to influence positive community outcomes. Responsible for keeping the RPC, county board, and management team abreast of legislative and regulatory changes, funding initiatives, and compliance mandates.

The CEO exercises initiative, discretion, and independent judgment in addressing a wide range of administratively challenging issues.

The CEO participates in or leads special projects as directed by the RPC.

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Principal Accountabilities

The CEO is responsible for the development of innovative program and financing strategies consistent with the RPC's current and future needs. This requires proper positioning of the agency to assume additional programs and staff within the current framework and to maintain fiscal stability in an uncertain and changing funding environment.

The CEO exercises independent judgment with regard to policy implementation, contract compliance, equipment procurement, and regulatory conformance.

The CEO works independently and as a part of the management team to develop and facilitate implementation of creative initiatives complementary to existing programming and responsive to community needs.

The CEO recommends alterations to policies, bylaws and organizational structure to the RPC, management team and other associated boards, councils, and committees.

Required Knowledge

Advanced degree in public or business administration, public policy, urban and regional planning, or related field and at least seven years of progressively relevant experience with proven capabilities in the management of a complex public sector organization; or the equivalent combination of education and experience.

Exceptional leadership skills and the ability to work effectively with a diverse staff and oversight boards and the ability to deliver complex presentations in order to support positive policy outcomes.

Ability to think strategically and creatively and to be proactive in anticipating and responding to multiple stakeholder needs.

Highly skilled in both oral and written communications, personnel and financial management processes, advanced analytical and negotiation skills, and the ability to operate effectively in a politically sensitive and professionally challenging public sector environment.

Ability to cultivate a strong and transparent working relationship with the RPC and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.

Experience in developing and implementing financially sustainable organizational strategies and a deep commitment to public service.