

## **Executive Director**

Permian Basin Regional Planning Commission  
2910 LaForce Blvd  
Midland, TX 79711  
432-563-1061

### Position:

This position is responsible for all administrative and operational functions of a regional council of governments. Employs and supervises staff accordingly to carry out multiple programs and services provided to the Permian Basin seventeen-county region. The Executive Director establishes and implements policies and procedures, and monitors compliance of procedure and rules to support the agency's operations. Is responsible for planning and carrying out the strategies and goals of the Board of Directors.

### Responsibilities:

The Executive Director responsibilities include the following: Answers directly to the Board of Directors, keeping it informed on progress in all agency matters and on any other pertinent issues relating to PBRPC; Encourages and takes positive steps to ensure participation in regional PBRPC activities by the membership; Oversees the financial planning and budget responsibilities for the agency; Directs the review process and vetting of all grant applications and new project proposals before recommending action to be taken by the Board of Directors; Plans, assigns and supervises the work of senior staff. Oversees the implementation of multiple federal and state funded programs and services of the PBRPC. Directly supervises department heads. Coordinates activities throughout the agency, including administrative services; Ensures agency compliance with all applicable local, state, and federal policies, laws, and regulations. Maintains agency communications with legislators, media, and all local, regional, state, and federal agencies; Ensures agency's interests are represented throughout the region at business meetings, hearings, trial, legislative sessions, conferences, panels, etc.

### Required Skills, Abilities and Experience:

Must have knowledge of public sector leadership, general management principles, laws, rules, regulations and guidelines on multiple state and federal programs, budgeting experience and knowledge of multi-funded financing procedures and principles. Must have skills and ability to establish and maintain effective working relationships with officials in local, state and federal government and in the private sector; interpret and communicate rules, regulations and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate and effectively direct senior staff; demonstrate proficiency in both oral and written communication; work independently and creatively. Minimum of at least seven (7) years of demonstrated, progressively responsible experience in senior level management in the following: public administration, leadership, supervision, planning, and intergovernmental relations. Experience working in the following fields preferred: economic and/or community development, non-profit, public sector or within a multi-sectored agency. In-region and out of region travel required to attend meetings and training.

Education and Training Requirements:

Minimum of a bachelor's degree with a master's degree preferred from an accredited university, or equivalent work experience, in any of these disciplines: business management, public administration, political science, regional planning, law or a related field. A minimum of at least seven (7) years of demonstrated, progressively responsible experience in senior level management in the following: public administration, leadership, supervision, planning, and intergovernmental relations. Experience working in the following fields preferred: economic and/or community development, non-profit, public sector or within a multi-sectored agency. Reliable transportation required.

Salary is commensurate with education and experience. This is an exempt position. Applications will be accepted until filled. PBRPC is an EEO employer.

**Only online electronic Resumes will be accepted**

**Mail Resume to: [dfranco@pbrpc.org](mailto:dfranco@pbrpc.org)**