

Executive Director Vacancy Announcement – IL Single County Planning Commission

The Coles County Regional Planning and Development Commission will be accepting applications for the position of Executive Director through Wednesday, January 18, 2012, 3:00 p.m. Job Description as follows: Responsible to board of commissioners of an East Central Illinois single county planning & development commission. Oversees, coordinates, manages and supervises all Coles County Regional Planning & Development Commission (CCRP&DC) staff which provides local government technical assistance, Geographical Information Systems (GIS), Information Technology (IT) community development and community planning services to Coles and immediately surrounding Counties. Local Government assistance programs include management of Coles County government programs such as electric/natural gas utility management, IT management and support (including overseeing the County's computer related purchases), GIS, cable TV franchising, historic preservation, and rural subdivision proposal reviews. Commission services also include community planning activities including some solid waste related planning and implementation. Commission also oversees collection, research, analysis and distribution of census and business data. Commission assists local governments in budgeting, and motor fuel tax activities. In addition and on behalf of area local governments, Commission also applies for and administers several public facilities, housing, and economic development grant and revolving loan programs.

Executive Director is responsible for overseeing administrative, budget and personnel activities of Commission. Serves as principal Commission day-to-day liaison primarily to area local units of government as well as federal, state departments and agencies. Serves as primary Commission contact for other community and economic planning and development agencies. Must have experience and ability to secure an increasing amount of locally funded local government service opportunities in the face of declining federal/state community development assistance programs. Some knowledge of grant writing and administration desirable. Requires high level of interpersonal skills, including effectively communicating and cooperating with other County offices. Minimum of 5 years of experience in local government management (i.e., public administration, budget, financial management, including supervisory experience), community development and community planning required. Must have Bachelor's Degree in Public Administration or Bachelor's Degree along with prior experience in local government related public administration (Master's in Public Administration a plus). Salary commensurate with experience, education and jobs skills. Interested applicants should submit resume and cover letter to: John Hurst, Chairman – Coles County Regional Planning and Development Commission, 651 Jackson Ave, Room 326, Charleston, Illinois 61920. The Commission is an Equal Opportunity Employer.