ALBEMARLE COMMISSION
JOB DESCRIPTION
EXECUTIVE DIRECTOR

General Statement of Duties:
The Executive Director shall perform professional level administrative and executive work under the direction of the Albemarle Commission Board of Delegates. The executive Director shall carry out the intent of establishing legislation and serve as the chief administrator for the Albemarle Commission.

Primary Tasks:
The Executive Director shall implement legislative and policy decisions developed by and for the Albemarle Commission. The Executive Director is responsible for administering and expending local, state, and federal funds consistent with Board policies and generally accepted accounting practices. The Executive Director is responsible for the management and supervision of professional and technical employees, and the formulation and execution of goals and objectives as approved by the Board of Delegates. Duties include working with various state, regional and local officials, committees, commissions, boards, councils, authorities, and other public and private organizations to promote Region R. Expectations also include serving on various federal, state, and regional task forces and committees to present the views and position of the Albemarle Commission. The Executive Director is also expected to promote the region served by the Commission and to seek expanded services and programs for the residents of Region R.

Knowledge, Skills and Abilities:
- Thorough knowledge of the principles and practices of intergovernmental relations.
- Thorough knowledge of the principles and practices of current management.
- Thorough knowledge of the needs and resources of the region.
- Ability to direct and supervise a staff of professional employees and administrative personnel.
- Ability to communicate effectively through oral and written skills.
- Strong human resource skills including the ability to establish and maintain effective working relationships with employees, the Board, the general public, and with federal, state, and local officials.
- Thorough knowledge of the business community and governmental services offered residents of Region R.

Education and Experience:
Graduation from an accredited four-year college or university in Public Administration, Rural Planning, Political Science, or Business Administration. A certificate in Municipal or County Administration from the NC Institute of Government is desirable. A minimum of ten years experience as a Lead Administrator in local, regional or state government is desired.
Special Recruiting Requirements:
Applicant must be able to furnish at least three references who can attest to occupational qualifications, credentials, and personal characteristics. Applicant should be willing to provide a detailed salary history and academic transcript. All applicants should have a personal credit history which does not clash with the fiduciary responsibilities of the position. The applicant must also qualify for bonding.

Special Requirements:
Possession of a valid North Carolina driver’s license.

Salary Range:
Grade 37: Starting at 91,877