

TMACOG PRESIDENT

The Toledo Metropolitan Area Council of Governments (TMACOG) is seeking an individual to plan, organize, direct, and control resources to accomplish TMACOG objectives in accordance with policies of the General Assembly and applicable laws, rules and regulations. TMACOG is a voluntary association of local governments and non-governmental partners in northwest Ohio and southeast Michigan. Members represent counties, cities, villages, townships, schools, special districts, businesses, and non-profits from within the TMACOG region. The President works closely with elected and administrative representatives from the public sector and non-governmental leaders from the private sector to help TMACOG collaboratively meet the needs of the region. The President will lead a staff of 21 and oversee a budget of \$2.8 million. TMACOG serves as the Metropolitan Planning Organization (MPO) for the Toledo area as well as the designated 208 water quality agency for Northwest Ohio. Minimum requirements include a bachelor's degree and at least 10 years of progressively responsible positions in upper management with preference given to experience in matters of intergovernmental relations. Salary commensurate with experience and qualifications. Send letter of interest, resume, and salary history to Nate Reiter, TMACOG, P.O. Box 9508, Toledo OH 43697-9508. Electronic submissions can be made at resume@tmacog.org Inquiries due by end of business 03/31/2023. All applications immediately become public records subject to release if requested. For more information about TMACOG and to see a more detailed description of this position, see our website at www.tmacog.org. TMACOG is an Equal Opportunity Employer.

TMACOG President Job Description

The President is responsible for carrying out the policies and programs of the Toledo Metropolitan Area Council of Governments (TMACOG) in accordance with the TMACOG mission statement:

To improve quality of life in the Region, TMACOG will:

- Promote a positive identity for the Region;
- Enhance awareness of the Region's assets and opportunities;
- Be an impartial broker of Regional disputes and challenges;
- Provide stakeholders a voice in Regional decision-making; and
- Support opportunities for Regional stakeholder networking.

Working with the elected officials of the region, the President will plan for and take advantage of opportunities that place TMACOG in an active position for the development and redevelopment of northwest Ohio and southeast Michigan. This individual will be the region's representative on policy issues to local, regional, state, and federal agencies, at public hearings, and before legislative and executive branch meetings, hearings, and/or committee meetings.

Within the framework and policies established by the General Assembly, the Board of Trustees and the Executive Committee, the President is responsible for all staff operations and administration pursuant to the TMACOG Bylaws. This includes the authority to employ, assign, supervise and release all employees of TMACOG, and the assignment of work. The President is also the Fiscal Officer and is authorized to receive, deposit, invest, and disburse the funds of TMACOG.

Examples of Work:

- Facilitate the development of policies and plans for the TMACOG region for adoption by the General Assembly, the Board of Trustees, and the Executive Committee as appropriate.
- Work with public officials at all levels of government in the area of intergovernmental relations so as to implement the plans and policies of TMACOG.
- Sponsor and/or participate in meetings, public hearings, and seminars for the purpose of initiating and coordinating the implementation of the regional plans prepared by TMACOG.
- Make recommendations to the Executive Committee concerning various federally funded projects in the region and their consistency with the regional plans prepared by TMACOG.
- Coordinate, to the degree possible, the inconsistencies that are determined in the Areawide Review process prior to their submission to the Executive Committee for its action.
- Assist in the efficient and cost-effective implementation of public investments.
- Prepare grant applications and project budgets to be presented to various federal, state, private, and local funding agencies.
- Prepare progress reports concerning project status and financial position of each funded project.
- Act as the secretariat to the General Assembly, the Board of Trustees, and the Executive Committee including the preparation of minutes of biennial and monthly meetings, maintaining TMACOG membership, and maintaining official files of TMACOG. Oversee preparation of TMACOG budgets and Annual Work Programs.
- Negotiate and execute contracts.
- Recruit and hire personnel.
- Prepare and recommend salary schedules.
- Conduct public information programs.
- Undertake a public involvement process.

Required Knowledge, Skills and Abilities

- Must possess excellent oral and written communication skills; have skills in making presentations before boards, committees, and public forums; and be able to lead public meetings, hearings, and committee meetings.
- Must be creative, objective, decisive, and have a positive attitude about regional development and intergovernmental relations.
- Must be capable of managing and motivating people.
- Must possess strong leadership skills.
- Must possess strong administrative skills and fiscal understanding.
- Must have knowledge of federal, state, and local programs and legislation.
- Must be legally able to work in the United States.
- Successful completion of a comprehensive background check and drug screening are required to complete the hiring process.

Acceptable Experience and Training

- Position requires an individual with a degree in planning, engineering, public administration, business administration or comparable experience.
- Must have demonstrated capability for the administration of a regional planning agency, other public service agency or related administrative responsibility of which at least 10 years shall be in upper management.
- Requires the ability to coordinate and manage those professionals who are responsible for the various planning and programming activities that fall within the scope and jurisdiction of TMACOG.
- The President must be able to facilitate policy discussions that affect the region.