

Lane Council of Governments, Oregon

(population 352,000)

Executive Director

Salary: Open DOQ.

Description:

The Lane Council of Governments (LCOG) is an independent, voluntary public agency that is established and supported by member agencies/organizations to coordinate and provide high quality public services within Lane County, Oregon. LCOG is one of the oldest councils of governments in the nation, formed earlier as the Central Lane County Planning Commission in 1945.

LCOG is presently comprised of twenty eight (28) member governments and agencies including Lane County; eleven (11) cities (Coburg, Cottage Grove, Creswell, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta, and Westfir); Lane Community College, five (5) School Districts (19-Springfield, 42-Eugene, 52-Bethel, 68- McKenzie and the Lane Education Service District) ; two (2) Park and Recreation organizations (River Road Park & Recreation and Willamalane Park & Recreation District); two (2) Library Districts (Fern Ridge and Lane);the Emerald People's Utility District; the Eugene Water & Electric Board; the Lane Transit District; Siuslaw Valley Fire and Rescue; Western Lane Ambulance District; the Fern Ridge Library District ; and the Port of Siuslaw.

The governing body of LCOG is its Board of Directors, and includes local elected officials designated to represent their member governments/jurisdictions. The Lane Council of Governments is governed by Charter that is endorsed by all the member governments and by Bylaws approved by the Board of Directors.

The Board provides policy direction and selects and appoints an Executive Director who serves as the Chief Administrative Officer of the organization.

The Lane Council of Governments has approved an unusually diverse portfolio of programs, a 2011-2012 budget of approximately \$34 million, and a professional staff of 224. LCOG's main office is in downtown Eugene, and the agency also maintains branch offices for Senior & Disabled Services in the cities of Cottage Grove and Florence. In addition, personnel are stationed in smaller communities throughout the county to provide Senior Nutrition Program and Senior Connections Program services.

While the internal organizational structure of LCOG is generally flexible, its current arrangement/structure has been developed around three primary divisions: Government Services, Senior & Disabled Services, and Administrative Services. In addition, the budget provides for “enterprise funds,” that account for the agency’s business finance activities and the management of its three agency-owned office buildings.

The Government Services Division includes regional (multi-jurisdictional) work and assistance to individual governments, both within and outside of Lane County. Functions and specialty services include: planning, transportation (TMA-MPO), economic development (EDD), natural resources, community safety, legal services, the regional GIS/RLID system, regional technology services coordination, regional telecommunications, Metro Television, information research and analysis, and creative services.

LCOG provides an extensive array of social services and has been designated an Area Agency on Aging and therefore, under Oregon State law, has been given the option to manage long-term care services under the state-federal Medicaid program. The Senior & Disabled Services Division utilizes public and private resources to provide coordinated services to seniors and the adult physically disabled within Lane County. Specific functions and specialty services include: Medicaid and Food Stamp programs, eligibility determinations, case management, licensing and monitoring of adult foster homes, the Home Care Worker program, Adult Protective Services, quality assurance, Federal Older Americans Act programs, information assistance (Adult and Disabled Resource Connection), group dining and home-delivered meals, care coordination, family caregiver support, and Oregon Project Independence – supported programs.

The Administrative Services Division provides administrative and clerical support, fiscal services, human resources, information (IT) services and enterprise funds, business loan and LCOG real estate/facility management.

The LCOG Board sets policy and looks to the Executive Director to execute that policy and provide professional feedback, input and advice, as well as day-to-day management of the agency. The Executive Director also provides leadership to LCOG staff to meet the goals and objectives of the Board.

The successful candidate will have strong team building, leadership, financial/budgeting, and communication and public relations skills, as well as the ability to work well with the twenty eight member organizations, their elected representatives and the community.

The key Management Team reporting directly to the Executive Director includes the Administration & Business Services /Associate Director, the Government Services Director, and the Senior & Disabled Services Director.

Qualifications:

Education and Experience

- Possession of a four-year college or university undergraduate degree with major course work in public administration, business administration, finance, or a closely related field, supplemented by graduate courses specializing in public management (a Master's Degree is preferred) and
- Eight years of experience in executive or administrative positions with a minimum of five years of strong management preferably as a Chief Administrative Officer, Managing Director, City/Town/Village Manager, Assistant/Deputy Manager or similar level executive management position.

Knowledge, Skills and Abilities

The successful candidate should have strong leadership, communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have knowledge/skills in:

- The principles and practices of public administration.
- A hands-on understanding of city/county government or other organizations such as education, public utilities, special districts, public safety, or organizations of similar complexity.
- Public management practices including finance, human resources, labor negotiation, planning, economic development, community relations, organization management, and communications.
- Budget preparation and control, and leveraging resources for maximum efficiency.

In addition, he/she should be able to:

- Work effectively in an environment with diverse ethnicity and interests.
- Establish and maintain effective working relationships with a wide variety of people, including members of the public, staff and colleagues, elected and appointed officials in local, national and international venues.

Management Style and Personal Traits

The successful candidate will be someone who enjoys a challenge, is articulate and a strong yet inclusive leader. She/he should also be credible with staff and the community, be politically astute, approachable, and comfortable in a diverse, complex organization, as well as interact well with Board members, colleagues, a broad range of stakeholders and community in a professional and collegial manner.

The person should be forward thinking, a good strategic planner who is people friendly, communicates well verbally and in written form, and is comfortable in expressing their opinion and providing professional advice when needed. He/she should be confident, “street smart” and self-assured with good comprehension of financial and operational management, a strong customer service orientation, and a comfort level with public speaking and acting as the “face and voice” within the local government community of member jurisdictions and the broader public and private sector communities of interest in which LCOG interacts.

The selected individual must also have a high degree of integrity, be a good listener, be facilitative, believe in the mission and goals of good government and quality public services, as well as transparency in government. She/he should be open and flexible, be firm when needed, able to lead, direct, and delegate effectively, seek innovation and champion good ideas. He/She should also be a strong decision maker, negotiator and consensus/team builder.

Finally, the person selected should truly enjoy the complexities of local/community government. She/he should be an advocate for quality service and accountability, not be risk averse, provide good follow-through, build strong relationships/partnerships and be able to approach challenges and situations with professionalism, confidence, flexibility, energy and a positive outlook.

More detailed information will be available soon in a formal position profile/brochure. Please visit our website again in a few days at: www.executivesearchneher.com or by calling us at the number listed below.

How to Apply: *Please submit resume/letter of interest as soon as possible to:*

Robert Neher, President
Raymond Massie, Vice President
Neher & Associates LLC
3790 Millerton Place, Suite 100
West Sacramento, CA 95691
916-443-2421 Phone
916-443-5949 Fax
robertneher@executivesearchneher.com

Applications are preferred electronically at: robertneher@executivesearchneher.com Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. The position will be open until filled; however, it is advisable to apply as early as possible. (The LCOG may likely be screening Leading Candidates in late February)

Lane Council of Governments is an employer that embraces diversity. An Equal Opportunity/ADA Employer; female, minority and disabled candidates are encouraged to apply.