

Seneca Regional Planning Commission
109 S. Washington St., Suite 2002
Tiffin, OH 44883

POSITION TITLE: Executive Director

JOB QUALIFICATION REQUIREMENTS:

- A Bachelor's degree in geography, computer science, organizational management or a related field preferred, or an associate's degree plus two years of related experience.
- Experience operating a computer, calculator, copier, fax machine, plotter, scanner and other office equipment.
- Knowledge of Microsoft Office programs
- Willingness and capability to travel locally and/or overnight
- Valid Ohio Driver's license
- Good organizational and communication skills
- Ability to communicate or correspond with federal, state, and elected officials, and the general public to ensure effective and efficient operation of the department;
- Good problem solving skills with respect to technical diagnostics
- Above average mathematical and spatial analysis skills
- Experience with budgeting

JOB FUNCTIONS

- Administer all functions as the Grants Administrator to include Revolving Loan Fund, CDBG, Fair Housing/CHIP, Enterprise Zone and other grants as awarded and approved by the SRPC Board.
- Management of all grant financials to include but not limited to:
 - Appropriations
 - Increases/Decreases in Revenue
 - Resolutions regarding transfer of funds, supplemental appropriations, appropriation adjustments, transfers and advances
 - Tracking of expenditures for all of the grant funding
 - Completion and submission of time sheets
 - Submit budgets pertaining to grant expenditures.
 - Performs various activities to include supervising employees assigned to projects, scheduling and assigning tasks and coordinating assignments
 - Prepares and presents documents as necessary.
 - Researches and recommends equipment and software purchases to include formal quotations and specifications.
 - Thorough knowledge of department and purpose including the policies, procedures and guidelines and their relationship to and impact upon projects and work assignments.
 - Ability to plan, prioritize and co-ordinate work activities of subordinates.
 - Ability to plan, and successfully bring to completion a project utilizing staff and/or outside contractors.
 - Ability to maintain confidentiality

- Ability to use common English language to effectively communicate both orally and in written form.
- Attends all Regional Planning Meetings
- Familiarity with Geographical Information Systems (GIS)
- Provide information as requested by the public
- Complete all grant status reports
- Maintain project specific files for all grants.
- Attend trainings as directed or needed.
- Ensure compliance with all grant guidelines.
- Attend all lot split meetings and sign approved splits
- Send correspondence informing of the status of the split
- Attend trainings pertinent to the Regional Planning duties
- Assist townships with zoning
- Reports activity to the Seneca Regional Planning Commission Board
- Attend all subcommittee meetings and take minutes
- Arrange meetings for committee chairs as requested.
- Attend meetings related to regional issues.
- Seek Board approval for expenditures exceeding \$200.00
- Meets with all local entities at least once a year
- Secures a speaker for the Annual meeting.

RESPONSIBILITIES

Works independently and with little supervision and reports to the SRPC Board on activities. Ensures that all operations are executed in accordance with policies, standards and specifications and complies with all County/State/Federal statutes and standards.