

## **Executive Director**

Northeast Nebraska Economic Development District is accepting resumes for Executive Director. The Executive Director shall be responsible for all facets of the operations of the district. This shall include policy development, budgeting and other fiscal matters, supervision of staff, assignment of work, meeting with District members and scheduling and coordinating all day-to-day District work activities. Some travel and evening meetings are required. The complete Job description can be found at [www.nenedd.org](http://www.nenedd.org). Excellent benefits package, including employer paid health, dental, vision insurance, 457 retirement plan, paid vacation, sick, and holidays. Salary commensurate with experience. For consideration, send cover letter and resume to Charlie Bahr, Board Chairman, 111 S. 1<sup>st</sup> Street, Norfolk, NE 68701 or email to [thomash@nenedd.org](mailto:thomash@nenedd.org). Position will be open until filled. EOE.

## **DISTRICT POSITION DESCRIPTION**

**POSITION CLASSIFICATION** - Executive Director

**APPOINTMENT STATUS** – Regular Full-time

**POSITION CATEGORY** – Executive Exempt or Non-Exempt

**GENERAL RESPONSIBILITIES** - The Executive Director shall be responsible for all facets of the operations of the District. This shall include policy development, budgeting and other fiscal matters, supervision of staff, assignment of work, meeting with District members and scheduling and coordinating all day-to-day District work activities.

**CHARACTERISTIC DUTIES** - The Executive Director shall:

1. Supervise all District staff.
2. Prepare annual budget.
3. Develop policy recommendations for Board approval.
4. Schedule and coordinate all District work activities.
5. Negotiate contractual agreements as directed by the Board.
6. Oversee and monitor all contractual agreements.
7. Meet with member communities and counties.
8. Prepare materials for monthly Board meetings.

**SUPERVISION** - The Executive Director shall supervise all District staff which shall include scheduling, monitoring and evaluating all work activities by individual staff members in order to insure that all directives, work plans, etc., of the Board of Directors and the Executive Director are carried out.

**QUALIFICATIONS** - This position shall be appointed by the Board of Directors. The Executive Director will have a Bachelor's Degree in business administration, public administration or related field and five years' professional experience with at least two years of supervisory experience. A graduate level degree is most preferable. Additional years of professional level experience may be substituted for formal education. The Executive Director must possess effective written and oral communication skills, organizational skills, be knowledgeable of federal and state programs, housing, community and economic development activities and programs and other pertinent programs and activities.