

Position Description

EXECUTIVE DIRECTOR

*Date Prepared: June 2016**Date Revised: June 2025**FLSA Status: Exempt*

GENERAL DESCRIPTION

Under the direction of Thurston Regional Planning Council's governing board ("Council"), the Executive Director plans, organizes, and directs the agency's work programs, including transportation, land use, and environmental planning, to fulfill the agency's mission. The position develops the agency budget, overseeing member and partner contracts and grants as needed. This position directs administrative operations and planning, including human resources, information technology, and intergovernmental coordination functions. The Executive Director serves as the head of the agency's management team.

This position is at-will and serves at the pleasure of the Thurston Regional Planning Council.

STARTING SALARY RANGE

\$155,000-170,000 annually. Compensation within this range depends on qualifications and experience.

ESSENTIAL JOB FUNCTIONS

Serves Council

Establishes and manages a collaborative and respectful setting for effective regional discussion and decision making. Provides leadership and direction and conducts strategic short and long-range planning programs to formulate and implement the agency's strategic plan. Oversees research and analysis for studies, reports, and recommendations. Identifies planning challenges and implements appropriate solutions. Develops and implements regional programs.

Provides staff support and acts as advisor to the Council and related committees. Communicates matters that have implications for the immediate and future welfare of the agency and recommends policies and procedures accordingly. Supports the Council in crafting its policy direction and implementing that direction. Supports Council in development of the agency's strategic plan.

Works with existing Council members to encourage their continuing participation in regional activities. Recruits new member organizations as directed by the Council.

Leads Staff

Provides managerial leadership, mentorship and direction to ensure the effective and efficient operation of the agency in conformity with applicable laws and regulations. Directs the implementation of programs, procedures, and services that support agency policies and goals. Interprets and ensures compliance with applicable rules and regulations.

Directs the overall development, monitoring, and analysis of the budget to ensure the financial soundness of the agency. Oversees the development and implementation of effective and accurate financial systems, operations, and procedures.

Oversees the management of the agency's human resources, including recruitment, retention and separation. Directs or oversees staff training, professional development and advancement, and ensures compliance with all applicable laws and rules.

Fosters a collaborative, innovative work environment that provides opportunities for hybrid and remote

work. Establishes an organizational culture characterized by robust communication, psychological safety, high performance expectations and a focus on continuous improvement.

Directs the resolution of inquiries, problems, and complaints. Responds to the most sensitive or complex inquiries or complaints.

Supervises TRPC's Management Team

Working with the Management Team:

- Develops a formal work program that supports the agency mission.
- Develops financial support for the agency.
- Oversees the preparation of grant applications for federal, state, local, and other funds.
- Establishes and issues administrative policies as necessary.
- Directs the supervision and evaluation of staff. Establishes work rules and performance standards. Conducts performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters.

Serves the Community

Promotes the Council's mission, vision, and values by representing the agency to local, state, and federal agencies and to community groups to exchange information, coordinate operations, and provide technical advice.

OTHER JOB FUNCTIONS

Performs other related duties as assigned by the Council.

DISTINGUISHING FEATURES

The Executive Director shall:

- Maintain all records of the Council, including necessary budget and financial records.
- Administer the agency's pay and classification system as approved by the Council.
- Within the agency's authorized budget, approve expenditures and employ personnel as needed to perform the Council's work.
- Direct staff work under the policy direction of the Council.
- Sign and execute contracts on the Council's behalf.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

Experience - Minimum:

- Eight years of increasingly responsible experience working in high-level public policy development, regional/intergovernmental relations, urban and regional planning, transportation planning, environmental planning, or related fields, including demonstrated history of grant preparation and oversight, and leveraging new resources.
- Four years of successful experience managing and leading high-performing professionals.

Education – Minimum:

- Bachelor's degree in Urban/Regional Planning, Public or Business Administration, Government, Transportation Management, Environmental Studies, Political Science or related fields. Advanced degree preferred. Executive management training preferred.

Or Substituting:

- Any demonstrated combination of experience and education that provides the applicant with the required knowledge, skills, and abilities.

DESIRED COMPETENCIES

- **Collaboration:** Demonstrates the ability to foster regional cooperation, convene stakeholders including subject matter experts and elected officials, facilitate constructive discussion and build consensus to address shared challenges.
- **Vision Setting:** Demonstrates the ability to envision the potential future of the organization and articulate that future to others.
- **Strategic Thinking:** Demonstrates the ability to take a vision for the future and organizational goals and chart the course to make them a reality, including realistically assessing limitations, opportunities, and barriers. This includes evaluating operations, and developing and implementing corrective action to resolve problems.
- **Relationship-building:** Demonstrates the ability to listen to and understand others' key interests and values; acts in a way that inspires trust, teamwork, and partnership, and can navigate and resolve conflict when needed.
- **Integrity:** Demonstrates the highest level of ethical behavior in both word and deed; ensures personal and organizational accountability, and puts the needs of the organization and the region first.
- **Commitment:** Enthusiastically and actively advocates for the mission, vision and goals of the organization.
- **Cultural Awareness:** Demonstrates the ability to notice and appropriately respond to cultural needs and differences within the populations that TRPC serves. Approaches differences with curiosity and a desire to learn.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the techniques used in the development of regional plans. Ability to direct a comprehensive regional planning program.
- Extensive knowledge of and experience with federal and state laws such as Surface Transportation Acts, the Clean Air Act and Washington's Growth Management Act (GMA), as well as local policies, procedures, and regulations applicable to agency operations.
- Extensive knowledge of modern principles and practices of administration, leadership, management, and supervision in a team-oriented environment. This includes having the ability to act as a mentor and facilitator, capable of offering meaningful suggestions that contribute to the current and future success of work teams.
- Knowledge of inclusive hiring practices and experience building and supporting diverse teams
- Demonstrated experience serving large boards, commissions, or councils that resulted in the effective coordination of multi-jurisdictional programs.
- Demonstrated understanding of intergovernmental relationships, including relationships with tribal nations.
- Experience working with military communities.
- Demonstrated knowledge and experience with conflict resolution.
- Ability to establish and maintain effective working relationships with the Council, staff, member jurisdictions, private organizations, legislators, and the general public.
- Ability to develop, implement, and execute short and long-range plans to meet both current and future regional needs.
- Ability to provide consistent management oversight of large-scale, regional programs and to provide expert guidance in the development of high-quality products/information.
- Ability to lead, motivate, delegate and evaluate the work of the agency staff.
- Ability to develop and administer budgets and provide financial oversight
- Ability to serve as a spokesperson, be highly articulate, listen to understand, and communicate effectively both orally and in writing.