



EXECUTIVE DIRECTOR POSITION

The Eastern Panhandle Regional Planning and Development Council -Region 9, located in Martinsburg, WV is seeking qualified applicants for the position of Executive Director. Region 9 is one of the State's 11 regional planning and development councils serving the counties of Jefferson, Berkeley and Morgan, including the 9 municipal governments therein.

The Executive Director position is an at-will position and is appointed by and answerable to the Region 9 Full Council Board. The Executive Director is responsible for hiring, maintaining and supervising a staff of approximately 5 persons, oversight of all fiscal duties and assessing the needs of local governments for project/program identification. The Executive Director provides oversight and management of a variety of programs and projects including infrastructure development/financing, economic development, community development and administration of the HEPMPO. The Executive Director represents the Council's interests through interaction and coordination with all federal, state and local entities.

The ideal candidate for this position will have the following characteristics:

Thorough knowledge of community and economic development planning; in depth understanding of accounting principles/practices; Strong ability to present oral and written presentations; Ability to supervise and direct staff activities; Ability to establish and maintain effective working relationships with elected and appointed officials and the general public; Superior knowledge of federal, state and local funding programs/opportunities.

Must possess Bachelor's Degree from an accredited college or university in public/business administration, planning, public policy, urban/rural planning/development or related academic field and/or five years associated working experience or any combination of education and experience to be equivalent.

Region 9 Planning and Development Council offers a competitive health, dental, vision, vacation and retirement package. Salary is \$75,000. Applicants must submit a letter of introduction and resume to ATTN: Region 9 Personnel Committee, 400 W. Stephen Street, Suite 301, Martinsburg, WV 25401 or jwishmyer@region9wv.com, no later than 2 PM, November 13, 2020. To download a job description visit www.region9wv.com

Region 9 Planning and Development Council is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, national origin, disability or age