

**High Country Council of Governments  
Boone, North Carolina**

**Executive Director: General Statement of Duties**

The Executive Board of the High Country Council of Governments, Boone, NC, seeks a highly skilled and capable executive to lead and manage the state-designated Lead Regional Organization serving North Carolina's High Country Counties of Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes and Yancey. The Executive Director reports directly to a 27-member Executive Board of local officials and is responsible for managing a professional staff of 20 with an annual budget of over \$6 million. The High Country Council of Governments is one of 16 regional councils in North Carolina.

The Executive Director is responsible for the overall supervision and management of the HCCOG. The Executive Director provides oversight of the agency's day-to-day activities and leadership to HCCOG staff in order to meet the goals and objectives as established by the HCCOG Board on behalf of the region's local governments. The Executive Director is appointed by and accountable to the Executive Board and serves at the will of the Executive Board.

The ideal candidate for the position will have superior communication skills, both written and oral. He or she will have a record of success in interacting with diverse groups and be a good communicator. This position is expected to create an inspiring team environment to motivate and inspire staff, acting proactively to ensure smooth team operations and effective collaboration. The ideal candidate will show a record of being able to make tough decisions, acceptance of responsibility for his or her actions, and willingness for change when in the best interest of HCCOG. It is very important that the ideal candidate has a clear understanding of local, regional, and state issues. It is highly desirable that the candidate shows experience in complex budgeting, finance matters, administration, and has worked in a regional organization. The ideal candidate must demonstrate an understanding of regional governance and development as well as innovative techniques in building partnerships, providing technical assistance and knowledge of various state and federal grant programs.

It is preferred that the candidate hold a Master's degree in public or business administration, urban and regional planning, or related fields with a least ten (10) years documented history or increased responsibility and leadership in the public, private, or non-profit area of community, economic or human service development. Minimum requirements for the position are a Bachelor's degree and ten (10) years' experience. Salary and benefit package is negotiable, commensurate with qualifications and experience.

To be considered for the position a detailed resume with cover letter and five references must be submitted to the Executive Director Search Committee, electronically to [regiondcog@regiond.org](mailto:regiondcog@regiond.org) by no later than **5:00pm on Friday, May 18, 2018**. This position is open until filled.

*High Country Council of Governments is an equal opportunity employer.*