

**Northeast Florida Regional Council
Chief Executive Officer**

The Northeast Florida Regional Council (NEFRC) is seeking qualified candidates to fill the position of Chief Executive Officer with a start date of March 1, 2019.

The NEFRC is a regional planning and coordination organization formed in 1977 by the seven (7) counties in Northeast Florida. The NEFRC is a regional governmental agency that has programmatic and policy responsibility in four major areas: planning, policy, emergency preparedness and economic development. The NEFRC is governed by a 35 member Board of Directors consisting of 2/3 local elected officials and 1/3 gubernatorial appointees.

The NEFRC serves a seven (7) county in Florida's northeast corner consisting of the urban, suburban, exurban and rural communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties and their 26 municipalities. The NEFRC office is located in Jacksonville, Florida.

Minimum Qualifications

1. Master's Degree in urban and regional planning, public administration or related field.
2. Ten (10) years of progressively responsible experience in planning, policy, emergency management, economic development or other fields related to the activities of Regional Councils:
 - a. Five (5) of which must be at the supervisory level
 - b. Five (5) of which must be at a Regional Council or other general purpose regional organization
3. Experience in successful fiscal management involving multiple funding sources.
4. Knowledge and experience in the principles and practice of intergovernmental coordination and relations.
5. Ability and experience to direct and supervise a staff of professional employees and administrative personnel.
6. Ability to market and promote the Regional Council's programs and services and to be entrepreneurial.
7. Ability to build consensus among officials, partners and stakeholders to further the mission of the Regional Council and its member local governments.
8. Excellent oral and written communication skills and active listening skills.
9. Ability to be politically aware without being political.

Position Description

The Chief Executive Officer (CEO) serves at the pleasure of the Board of Directors and is responsible for making recommendations to the Board on important policy, programmatic and project issues and carrying out the policies and directives of the Board. The CEO is also responsible to the NEFRC's three standing committees and numerous subsidiary boards, coalitions, and committees.

The CEO is responsible for the proper fiscal management and reporting of the NEFRC's finances, contract management, maintaining positive and productive relationships with the local, state and federal governments, elected officials, subsidiary organizations, partners and stakeholders.

The CEO is responsible for marketing and promoting the NEFRC and for being entrepreneurial to assure the NEFRC is properly resourced. Likewise the CEO is responsible for keeping the Board informed about the NEFRC's activities and the short and long term trends that may affect the NEFRC and its member local governments.

Compensation

The NEFRC offers competitive salary and benefits, including participation in the Florida Retirement System. Salary range is \$100,000 - \$120,000 commensurate with qualifications and experience.

Application Information

Resumes must be received by July 26, 2018. Send resumes to ps@nefrc.org.