



TEXOMA COUNCIL OF GOVERNMENTS INVITES
YOUR INTEREST IN THE POSITION OF

EXECUTIVE DIRECTOR

better leaders building better lives™



About Texoma Council of Governments

Who We Are

Texoma Council of Governments (TCOG) is a voluntary association of local governments in Cooke, Fannin and Grayson counties that works directly with citizens and local jurisdictions to improve and advance economic vitality and quality of life in Texoma.

In collaboration with our public and private sector partners, TCOG delivers various programs and services designed to support the health, welfare, and future of our citizens, our communities, and the region as a whole.

To this end, TCOG employees work hand-in-hand with elected officials and community leaders to develop sustainable and economically viable community and regional development solutions. Many projects are funded through a state or federal funding allocation to the region.

Grant Distribution

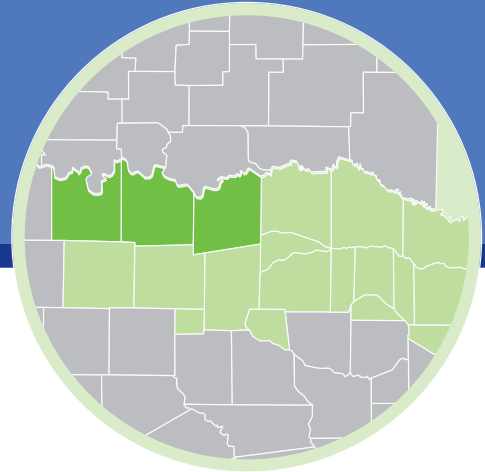
TCOG facilitates the distribution of homeland security funds, criminal justice grants, and community development block grants. We conduct household hazardous waste collections and recycling and composting demonstration projects using the region's municipal solid waste disposal fee allocation.

Direct Social Services

In addition to the work we perform for our cities and counties, TCOG provides a vast array of direct social services.

These services include Section 8 rental assistance, benefits counseling, care coordination for the elderly and disabled, caregiver support services, senior volunteer programs, employment and education support, utility assistance, home weatherization, and comprehensive information & referral assistance to seniors, individuals with disabilities, and low-income families.

Directly through our projects and services and indirectly through our overall economic impact to the Texoma region, TCOG is touching lives and changing communities.



Regional Councils

Texas is divided into 24 regions, each served by a voluntary organization of local governmental entities that coordinate programs and services to address needs that cross jurisdictional boundaries.

Governing Board

TCOG's Governing Board consists of fifteen (15) representatives including: the county judges of Cooke, Fannin and Grayson; the mayors of Bonham, Denison, Gainesville and Sherman; the mayor of one (1) General Law city from Cooke, Fannin and Grayson County, one (1) representative of a school district with an enrollment of more than 1,000 students; and one (1) representative of a community college district.

TCOG Membership

Cooke County

- Callisburg
- Muenster
- Lindsay
- Gainesville
- Valley View
- Oak Ridge

Fannin County

- Bonham
- Ector
- Ladonia
- Savoy
- Ravenna
- Dodd City
- Honey Grove
- Leonard
- Trenton
- Windom

Grayson County

- Bells
- Gunter
- Pottsboro
- Southmayd
- Van Alstyne
- Collinsville
- Howe
- Sadler
- Tioga
- Whitesboro
- Denison
- Knollwood
- Sherman
- Tom Bean

School Districts/Community Colleges

- Era ISD
- Ector ISD
- Denison ISD
- Muenster ISD
- Honey Grove ISD
- Grayson College
- Muenster Sacred Heart Catholic School
- Leonard ISD
- Pottsboro ISD
- North Central Texas College
- Sam Rayburn ISD
- Sherman ISD
- Bonham ISD
- Savoy ISD
- Tom Bean ISD
- Dodd City ISD
- Bells ISD
- Van Alstyne ISD



About the Executive Director

Summary of Position

The Executive Director is the chief administrative officer of the Council of Governments (COG), performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization.

Exercises discretion and independent judgment in the performance of duties in advising on policy matters; representing the organization; administering policies by the Governing Board; developing and administering procedures; and coordinating and directing all programs, financing, and intergovernmental relationships.



Experience and Training

Prefer Masters degree in business, public administration, social science, regional planning or a related field with significant emphasis on planning, analysis and research, plus at least eight years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience; any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Required Knowledge, Skills and Abilities

Must have knowledge of public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; budgeting and multi-funded financing procedures and operations.

Must be able to establish and maintain effective working relationships with officials in local, state and federal government and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate and effectively use staff; demonstrate proficiency in negotiation, consensus building, facilitation, decision brokering, oral and written communication; and work independently and creatively; direct and motivate employees; exhibit excellent computer skills including Word and Excel in an Microsoft Windows environment.

Personal Characteristics

Skilled communicator with the ability to foresee and respond to issues and/or concerns of the public and the Governing Board; highly developed interpersonal skills, demonstrated ability to build trust and develop regional relationships, an innovator who is open to new ideas; integrity, ethics and honesty above reproach; and one who is respectful, consistent, fair and courteous.



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Essential Duties

- Inform governing board on progress in all program areas and on any other pertinent matters relating to organizational operations;
- Responsible for the development, implementation, and accomplishment of the organization strategic plan as approved by the Governing Board;
- Facilitate participation in COG activities by Board members;
- Prepare agendas and materials (including Executive Director's report) for and assists with meetings of the membership and Governing Board;
- Prepare and/or present proposed annual budget to the Governing Board for review, recommendation and submission to the Board;
- Make oral and/or written presentations to the COG Governing Board and committees;
- Responsible for overall leadership of staff in the development and implementation of short- and long-range plans and policies and other activities;
- Monitor state and federal programs and funding opportunities;
- Represent the COG in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public;
- Represent the COG at the local, state and national level as needed;
- Make final decisions on appointment and removal of employees and recommends employment of consultants to the Governing Board as needed.

Compensation and Benefits

The salary range for the Executive Director is negotiable and will be based on qualifications and experience. TCOG's competitive benefits program includes:

- Transportation Benefits: Annual Automobile Allowance
- Health, Dental, and Vision Insurance (Including optional coverage for dependents)
- Long-Term Disability, Life Insurance, Aflac, Fitness
- Medical Package Including employer-contributed HSA plan
- Leave Benefits - A Combination of 11 Paid Holidays, 1 Floating Holiday or Personal Day and 21 Days of Paid Time Off per year
- Optional FLEX 125 Plan
- Retirement 401A, 457 Deferred Compensation Plan, Roth IRA



Application and Selection Process

Filing Deadline for Interested Parties

The final filing date is Monday, May 21, 2018. To be considered for this outstanding opportunity, please submit your resume (including dates of employment plus staff size and budgets managed), cover letter, the names of six work-related references (two each for current or former supervisors, direct reports, and colleagues) to: www.tcog.com/employment

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the Executive Director Search Subcommittee, following which, the most qualified candidates will be referred for inter-

views with the full Governing Board. An appointment to the position will be made after completion of comprehensive reference and background checks to be coordinated with the successful candidate.

Vision Statement

Better Leaders Building Better Lives is our vision to build quality of life in a more meaningful and more sustainable way for all Texomans. It is our game plan for bringing additional resources to our region; for growing our organization and expanding our services and programs; for making life better for more people. This effort is essential, as growth and progress in Texoma will ultimately be measured by the quality of life we offer.

**TCOG IS AN EQUAL
OPPORTUNITY EMPLOYER**

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The Texoma Council of Governments is a voluntary association of the local governments in Cooke, Fannin, and Grayson Counties. Established in 1968, the Texoma Council of Governments promotes economy and efficiency in the coordinated planning and development of the tri-county region through its community and economic development activities. Either directly, or through contractors, the Council provides housing, utility assistance, and weatherization services for low-income citizens in the region and assists the elderly through a variety of Area Agency on Aging programs. The Council also facilitates the delivery of grant funding for homeland security and criminal justice.



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