



East Central Intergovernmental Association

Position Announcement

EXECUTIVE DIRECTOR

Dubuque, Iowa - The East Central Intergovernmental Association (ECIA) is seeking applications from qualified candidates interested in leading this dynamic and highly professional regional governmental organization in eastern Iowa as its next Executive Director. The previous Executive Director retired after serving in the position for 23 years.

ECIA is a regional Council of Governments that provides an impressive range of services to the 67 member communities within a five-county region in eastern Iowa, including Cedar, Clinton, Delaware, Dubuque, and Jackson counties. The programs and services that ECIA provides fall into the following six categories:

- ***Community Development***
- ***Economic Development***
- ***Housing Assistance***
- ***Transportation and Planning***
- ***Public Transit***
- ***Special Programs***

The Organization

ECIA, founded in 1974, is headquartered in Dubuque, Iowa. It employs 45 professional full-time staff and has an annual operating budget of \$9.5 million. Nearly 90% of the organization's funding comes from federal sources and federal pass-through funds, while the balance comes from state and local sources.

ECIA was formed to develop regional solutions for local governments facing similar problems. The organization is committed to working with member governments, their citizens, and others to empower communities and to enhance the quality of life throughout the region. Through membership in ECIA, local governments share resources they could likely not afford individually. The cooperative effort of neighboring governments also means greater efficiency and quality in solving regional problems.

ECIA is governed by a 30-member Council consisting primarily of officials from member public entities as well as other stakeholder organizations throughout the five-county region. A nine-member Executive Committee, composed of members from the whole Council, meets more frequently and is responsible for monitoring the agency's overall operation. ECIA also has several subsidiary boards and commissions that guide and oversee certain specific programs of the organization.

The Executive Director

The ECIA Council appoints the Executive Director, who serves as the organization's chief executive officer and is responsible for managing the organization's day-to-day affairs. The following is a list of some of the more significant duties and responsibilities of the position:

- Direct and coordinate all of the administrative activities of the organization.
- Assist with policy development and ensure the implementation of all policy decisions and directives.
- Develop and oversee specific programs and services as set forth by the ECIA Council and subsidiary Boards and Commissions under the auspices of the ECIA.
- Participates in developing the agency's overall strategic direction and is responsible for evaluating and facilitating the improvement of various ECIA processes, practices, and services.
- Leading, guiding, and supervising all organization staff while maintaining a team-oriented work environment and ensuring that all employees are highly motivated and fulfilled.
- Assist with grant procurement and administration, including grant program oversight when needed.
- Liaison with the member agencies and all other organization stakeholders, including national, state, and local agencies and officials.
- Represent the organization in various meetings, events, and activities and maintain strong and productive relationships with all external stakeholders.

Qualified candidates for the position should possess, at a minimum, a bachelor's degree in planning, public administration, or some other related field of study. A master's degree is desirable but not required. Candidates should also possess a minimum of five (5) years of progressively responsible managerial/supervisory experience, preferably within a public sector organization.

The ideal candidate for the position will possess the following skills, experience, and leadership attributes:

- A thorough knowledge of community and transportation planning principles and practices.
- Experience and knowledge in the areas of economic development, community development, housing, and public transit services.
- Considerable knowledge of human resource management and organizational development, including significant supervisory and leadership experience.
- Ability to develop and maintain productive and harmonious relationships with employees, Board members, customers, the general public, and all other organization stakeholders.
- Strong business management acumen, including experience developing and administering budgets and developing and implementing organizational policies and procedures.
- A working knowledge of applicable federal, state, and local legislation, procedures, guidelines, and processes.
- Strong skills in grant procurement and administration.
- Working knowledge of various technologies and computer-related applications that are relevant to a regional public sector intergovernmental agency.
- Excellent ability to communicate, both verbally and in writing, and the ability to effectively present complex ideas and concepts to a variety of audiences.
- Integrity, honesty, transparency, and empathy are all essential attributes for the Executive Director.

Compensation and How to Apply

The annual salary range for the Executive Director position is \$149,286 to \$177,454 DOQ/E. In addition to the salary, ECIA provides a comprehensive package of fringe benefits, including participation in the Iowa Public Employee

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Retirement System (IPERS). The successful candidate will be required to establish residency within the five-county region of ECIA.

Please apply online at www.GovHRjobs.com with a resume, cover letter, and contact information for five professional references by February 14, 2025. Confidential inquiries about the position and/or the selection process may be directed to Mark R. Peterson, MGT Senior Consultant, at (309) 825-5091.

The ECIA is an Equal Opportunity Employer



Empowering communities and their people through sustainable partnerships; promoting equity and inclusivity; and providing services to enhance the quality of life in the region.

2025

OPEN POSITION

Executive Director



ABOUT ECIA

East Central Intergovernmental Association (ECIA) is committed to working with member governments, their citizens, and others to empower eastern Iowa communities and enhance the quality of life in Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. We exist because of the need for local governments facing similar problems to cooperate in finding solutions. Through ECIA membership, local governments share resources they could not afford individually.

Service & Program Categories

The services and programs provided by ECIA cover six broad categories:

1. Community Development
2. Economic Development
3. Housing Assistance
4. Special Programs
5. Transit
6. Transportation and Planning

Recent Projects

ECIA proudly completed several projects in FY 2024. View highlights at <https://www.ecia.org/publications/index.php#outer-88>.

RECENT PROJECTS

Bear River Cottages Pocket Neighborhood

Planning for this project in Maquoketa began in 2009 after a housing needs study indicated that 300 new homes are needed by 2025.

ECIA, along with its partners, creatively addressed the need for responsibly-priced housing by building new, safe, and affordable homes. All homes were sold by June 30, 2022.



Home Repair Program

ECIA's Home Repair Program administers three federal grants to make existing homes safe and healthy in the ECIA region. In FY 24, \$2,869,117, was expended between projects and staff time for these three grants.

This home in rural Dubuque County received new siding to make it lead safe and the program was also able to address other safety and health hazards. The Lead Paint and Healthy Homes program replaced an old, deficient furnace with a new energy efficient furnace, added smoke detectors, installed GFCI outlets in the kitchen and throughout the house, replaced a broken window, installed a new, safer door, and added downspout extensions to the gutters.



Improving Connectivity

The ECIA transportation division provides assistance to local governments through the Dubuque Metropolitan Transportation Study (DMATS) and the Regional Planning Affiliation (RPA). DMATS assisted the City of Dubuque, Dubuque County and John Deere to construct roundabouts on John Deere Road to improve traffic flow near John Deere. In conjunction with this project the Northwest Arterial received improvements to increase the arterials rating to a "State of Good Repair." The total project cost was \$16.7 million and was funded by \$6 million from Dubuque County, U.S. Department of Transportation RAISE grant; \$6.6 million DMATS federal funds; and \$4.1 million from the City of Dubuque. Construction was completed in FY 24.

These upgrades enhance safety, connectivity, and environmental sustainability in the Dubuque region.



Turning Blight into Mixed Use



ECIA has administered Brownfield Programs for the past eight years. ECIA is working with the City of West Branch on the Heritage Hill Development which will consist of up to 100 housing units plus commercial units on the former Croell Redi-Mix site. The estimated project cost is \$21 million and is anticipated to be completed by 2026. The vacant brownfield was purchased by the City in 2016. In 2018, 2019 and 2020 the City received \$72,760 in Environmental Protection Agency (EPA) Brownfield Assessment funds and an Iowa Department of Natural Resources (IDNR) Derelict Building grant of \$50,890. The developer received Workforce Housing Credits for three phases of the project (75 housing units) totaling \$2.45 million. The City offered the developer a Tax Rebate of up to \$5 million for commercial development and up to \$4.5 million for residential development up to twenty years to support this multiphase project.

Thoughtfully designed, each unit features full stainless kitchens, walk in closets, in unit washer and dryer, and luxury vinyl plank flooring throughout the entire home. The development is located next to a beautiful park and the Hoover Nature trail.

Keep Iowa Beautiful Hometown Pride

ECIA staff coached 31 communities in Cedar, Delaware, Dubuque, and Jackson Counties, attended 225 meetings, and secured \$1,373,828 for community improvement projects in FY 24.



Executive Director

CLASSIFICATION Grade 45

SALARY RANGE \$149,286 – \$177,454

REPORTS TO Executive Committee

TYPE OF WORK

The Executive Director is the chief executive officer of the agency and is responsible for directing and coordinating the administrative affairs of the agency; assist in developing and carrying out organizational and policy matters; developing and overseeing agency programs and services as set forth by the ECIA Council and subsidiary boards and commissions managed by ECIA. The Director participates in the strategic direction of agency processes and facilitates their continuous improvement and implementation. The Director works closely with program directors and managers aiding with day-to-day program operations; assisting with grant writing and administration; and program oversight as needed. The Director acts as a liaison with member agencies as well as national, state, and other local agencies and officials. In addition, the Director carries the responsibility for creating and maintaining a productive team-oriented environment as well as representing the best interests of the organization in the external relationships.

QUALIFICATIONS

Bachelor's degree in planning, public administration or related field and management experience in a planning agency, council of governments, nonprofit, or similar agency. Minimum of five years of supervisory experience is required, as well as three to five years of direct departmental program direction and supervision.

Thorough knowledge of planning or public administration theory, budgeting and fiscal management, strategic planning, principles and practices and associated fields related to planning, economic development, housing, transportation, and public management. Considerable knowledge of human resources and organizational development with the ability to supervise personnel in a manner that results in efficient performance, high morale to achieve results, and ability to work with a wide range of personalities. Knowledge of federal, state, and local legislation, guidelines, and procedures required. Ability to organize and direct the work of professional and technical personnel; establish and maintain effective working relationships with local, state, and national officials and the general public; make independent decisions, prioritize and manage time; ability to express ideas effectively, both orally and in writing. Possess skills in research, grant writing, statistical analysis, and general accounting practices. Possess knowledge of office procedures, computer operations and software applications, and business practices. Must possess a valid driver's license, a clean driving record and be insurable under ECIA's and EIRHA's insurance policy.

Employee must live in the ECIA five county region of Dubuque, Delaware, Jackson, Cedar, and Clinton counties with the ECIA Dubuque office as their home base location.

Benefits

- Iowa Public Employee Retirement System (IPERS).
- Medical, dental, vision, and life insurance available.
- Short-term disability insurance.
- Paid holidays, paid time off, paid sick leave.

Culture and Community

- Supportive work culture that encourages professional and personal growth.
- ECIA was voted one of the Best Places to Work in Dubuque in 2023.
- Dubuque is a beautiful Mississippi River community that offers a unique blend of history, recreation, and attractions. Dubuque and the surrounding area offer year-round outdoor recreation, a great collection of restaurants and nightlife, and attractions like the Field of Dreams and the National Mississippi River Museum and Aquarium.

ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply.



ECIA Staff October 2024

Leadership Responsibilities

- Ensures there is appropriate training and professional development for staff members.
- Prepares and implements staff administrative policies.
- Prepares personnel policies for approval by the Executive Committee and ECIA Council and implements these policies.
- Promotes the philosophy of team spirit, out-of-the-box thinking, innovation, openness and honesty, to affect an organizational culture where such practices are commonplace.
- Responsible for the hiring, reviewing, promoting, reprimanding, and dismissing of all ECIA staff and its subsidiary programs and responsible for overseeing the employee grievance system and appeals process.
- Conducts staff meetings to ensure programs are operating efficiently, meeting benchmarks and goals, and updates and informs staff on personnel and administrative policy changes.
- Reviews and maintains all staff and board policies and recommends additions or changes to the appropriate board for approval.
- Other duties as directed by the ECIA Council and/or Executive Board

Management Responsibilities

- Serves as the chief spokesperson and negotiator for the agency and communicates the organization's position to public and private agencies, individuals, and the media.
- Represents the agency and the ECIA Council as a liaison to local, state, and national interests.
- Promotes good public relations and conducts relations on behalf of the organization with representatives of the news media.

RESPONSIBILITIES

Informational Responsibilities

- Reports to the ECIA Executive Committee and Council and other affiliated boards on the development and execution of the agency strategic plan, work program, policy matters, and services.
- Oversees the fiscal and management affairs of ECIA, working closely with the Director of Finance and Administration and reports to the applicable policy body and local, state, and federal agencies.
- Prepares, with input from the department directors and managers, the annual operating budget and amended budget, and monitors and reports on budget activities and performance to the ECIA Executive Committee and ECIA Council.
- Coordinates all agency activities and programs and continuously evaluates the organizational structure to ensure it is designed to function in an effective and efficient manner.
- Works closely with program directors and managers to develop and administer local, state and federal plans and grants, including reporting, compliance and oversight.
- Oversees all fiscal, board, staff, and management affairs for ECIA subsidiary programs and services including the Eastern Iowa Regional Housing Authority, Eastern Iowa Regional Housing Corporation, EIRHC Housing Trust Fund, ECIA Business Growth, Inc., Prosperity Eastern Iowa, Dubuque Metropolitan Transportation Study, Regional Planning Affiliation 8, Regional Transit Authority, East Central Development Corporation, Community Solutions of Eastern Iowa, Eastern Iowa Rural Utility Services Systems, etc.
- Ensures program activities are consistent with the approved ECIA Strategic Plan and mission.
- Identifies and monitors changes in Federal, State and Local initiatives, keeps the Council informed of the changing circumstances, and makes recommendations for the organization to respond to those changing circumstances.
- Recruits and provides ECIA Council member orientation for new ECIA Council members.

HOW TO APPLY

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