

Solicitation of Candidates for the Position of Executive Director of the Allegheny Valley North Council of Governments (AVNCOG)

The AVNCOG seeks a qualified Executive Director to lead this quasi-governmental non-profit agency in all aspects of management and program delivery. The AVNCOG is formed from eleven municipalities located in the north-eastern corner of Allegheny County, along the northern Allegheny River Valley.

The Executive Director will report to a Board of Directors comprised of representatives appointed by the elected governing bodies the AVNCOG's eleven member municipalities, but this leader will work not only with the elected officials of the Board of Directors and their respective municipal secretary/managers and professional staff, but a variety of county and state officials. The leader will work together with all these parties to create a regional forum where needed consensus on important issues that cross municipal borders can be forged, then act as an advocate for the positions derived from that consensus, and, ultimately, to craft a vehicle for the programs created so as to give specific form and substance to that consensus, defining priorities and promoting efficiencies to achieve the set goals.

Key Priorities for the AVNCOG and its Executive Director will include:

- Realizing the potential of the AVNCOG's proximity to the regional transportation, educational and economic engine of the Pittsburgh metropolitan area to further develop and enhance its member municipalities' unique blends of commercial & industrial districts with residential communities, working with both local & regional stakeholders.
- Investment in local infrastructure by supervising grant-seeking and administration of opportunities afforded by programs such as the local ACT 152 Blight Removal Program, the state Gaming & Economic Development Tourism Program and the federal Community Development Block Grant Program.
- Developing and delivering shared services programs, both within the AVNCOG and in cooperation with other COGs and the County & State governments and their constituent agencies in such areas as joint purchasing, shared equipment and professional services.

Compensation and benefits include:

- Competitive salary, commensurate with education and relevant experience.
- Medical and dental benefits.
- Vacation, sick & personal time.
- Contribution toward retirement income.
- Flexible and mobile work environment.
- Training and professional development.
- Expense and travel reimbursement.

Qualifications & application process:

- Bachelor's degree required; a graduate degree in public administration preferred, or a combination of education and 3-5 years of experience in local government or a closely related field.
- Project management and public budgeting experience.
- Managerial skills to both motivate staff and inspire community confidence, combined with a commitment to consensus building and a collaborative approach to accommodate diverse viewpoints.
- Computer literacy, including familiarity with computer-based word processing, accounting, data management and communications programs such as MS Word, Excel PowerPoint & Teams, and experience in website development & maintenance.
- Excellent written and oral communications skills.
- Submit a cover letter, resume, salary history and three (3) references by (date) to:

Mailing Address:

Allegheny Valley North COG Search Committee
P.O. Box 115,
Cheswick, PA 15024

E-mail Address: