



NECCOG

Ashford - Brooklyn - Canterbury - Chaplin - Eastford - Hampton - Killingly - Plainfield
Pomfret - Putnam - Scotland - Sterling - Thompson - Union - Voluntown - Woodstock

Results through Regionalism

Position Announcement

Deputy Director

Summary

The Northeastern Connecticut Council of Governments (NECCOG - necog.org) is looking for a creative, independent, and progressive individual to serve as NECCOG's first Deputy Director. The successful applicant must be able to work cohesively and ethically as part of the organization's internal team, with our member towns, state and federal officials and a host of public, non-profit and private organizations with humor and solid professionalism.

NECCOG, one of nine statutorily authorized regional councils of governments, provides a range of member decided services including Paramedic Intercept, Property Revaluation, Animal Services, Engineering, Transit Administration, GIS, Land Use Planning, Transportation Planning and Project Assistance, Economic Development, Election Assistance, and Grants Management. NECCOG is currently embarking on several exciting new regional initiatives, including Town Administrative Services, Town Inspection Services, Regional Assessor Services and a one-stop Environmental Depot to address the need to re-use and recycle a range of residential products. The Deputy Director will provide both innovation and leadership for all NECCOG programs.

Northeastern Connecticut

The NECCOG region in the northeastern corner of Connecticut includes 16 of the state's 169 towns. The region is home to a range of natural and historic New England landscapes, making it quintessentially New England. The area is characterized by rolling hills, forests, classic New England villages, former mill towns and farms. Geographically the region is large, encompassing just over 10% of Connecticut's total area or 562.8 square miles. The region is rural with just over 95,000 residents - about 169 persons per square mile compared to Connecticut's 740 persons per sq. mile. Historically northeastern Connecticut has been referred to as the "Quiet Corner" and more recently as the "Last Green Valley" because of its 1994 inclusion in the Quinebaug-Shetucket National Heritage Corridor, part of the National Heritage Corridor Program. Compared to most of Connecticut, the region has been slow to develop and still retains much of its historic patterns of development, thereby presenting both opportunities and challenges when planning for economic development, land use, resource conservation and infrastructure.

New England's largest metropolitan areas are close by: Providence, Worcester and Boston - which collectively have a workforce of more than three million. It is also within a short commuting distance to Hartford and the New London



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area and two of the largest Native American gaming casinos in the world. Cape Cod and Newport, Rhode Island are also just a day trip away. The proximity to these places makes this an ideal place to locate a home (as well as one of the most affordable locations in southern New England) and is also an easy drive for persons outside the region to enjoy the many natural resources, scenic roadways (including the Route 169 National Scenic Byway) farms, antique stores, restaurants and other attractions - including two of the largest agricultural fairs (Brooklyn and Woodstock) in Connecticut. Additionally, more that 30 colleges and universities are located within 50 miles.

Deputy Director

The Deputy Director is a second-in-charge position; providing leadership and direction for all administrative and programatic activities. In this leadership role, the Deputy Director will be responsible for driving innovation, developing new and maintaining existing programs, and creating innovative ideas to enhance the quality of services provided to our member towns.

Key Responsibilities

- Assists with the day-to-day administrative functions of the organization, including budget and finance, grants, program administration, and develops and maintains positive relationships with staff, member towns, state and federal officials, and other organizations;
- Advocacy with the General Assembly and Congressional delegation on behalf of NECCOG
- Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures;
- Represents NECCOG with various meetings and participates on various boards and commissions, outside government agencies, various non-profits, and other citizen groups relative to goals, actions and activities of NECCOG;
- Participates in the development of research strategies, evaluates programs to assess their effectiveness and suggest modifications as needed acts as a point of consulting expertise to staff and member towns in the effective development of funding proposals , programs and other initiatives; and
- Coordinate with staff to ensure programs are implemented in accordance with NECCOG objectives and applicable federal, state, or local requirements.

Knowledge, Skills and Abilities

- Experience, four or more years, working in public policy performing policy analysis, governmental relations, or related tasks, with preference for experience with a legislative agenda related to regionalism;
- Comprehensive knowledge of the function and methods of operation of a regional council of governments with the ability to understand, apply, interpret, and implement the provisions of the laws, rules, regulations, policies, procedures, specifications, standards, and guidelines governing NECCOG administrative and financial operations;
- Ability to express and present complex ideas effectively orally and in writing;

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- Ability to establish and maintain effective working relationships with member towns, other elected officials, organizations, staff and the general public;
- Solid creative problem solving skills to develop innovative, workable solutions;
- Strong research, analytical, and problem solving skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Experience the use of GIS;
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks; and
- Ability to maintain highest confidentiality when dealing with sensitive or private information.

Qualifications

- Four (4) years of full-time professional, administrative experience in public administration or public management;
- Four (4) or more years conducting policy development, public policy analysis, governmental relations, or related tasks, with preference for experience with a legislative agenda related to regionalism;
- Master's degree in Public Administration, Business Administration, Organizational Development, Political Science, or a degree in a closely related field;
- Two legislative sessions of direct experience with a state legislature working to develop, advocate and secure passage of legislation;
- A valid driver's license or evidence of equivalent mobility is also required
- Strong desire to work hard and have fun.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting, reaching, twisting, bending and turning in the performance of daily activities. The position also requires repetitive keyboarding motion in the preparation of reports, correspondence and use of the computer and related software (Word or Pages, Excel or Numbers, Powerpoint or Keynote. Additionally, the position requires near vision in reading reports and correspondence and using a computer. Hearing is required when communicating by phone and in person. The employee may occasionally lift and/or carry up to 25 pounds.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of

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responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

**The Northeastern Connecticut Council Of Governments
Is An Affirmative Action/Equal Opportunity Employer**

Salary

NECCOG is willing to negotiate a competitive compensation and employment contract with the selected candidate depending on qualifications.

How to Apply

Please submit resume and cover letter expressing your interest and detailing your qualifications to:

Deputy Director Search
necogoffices@necog.org

Please place all documents in a single PDF file and include your LAST NAME and NECCOG in the subject line. Resume review begins September 21, 2023 and preference will be given to candidates who apply by that date.