

**JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR**

Opens: March 16, 2022 - Closes: 5:00 p.m. on April 8, 2022, or until filled

POSITION: The Executive Director performs a variety of managerial duties related to all operations of the Seven County Infrastructure Coalition (the “Coalition”) including planning and infrastructure projects within and throughout the seven-county area. The seven counties represented are Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah Counties. The Director coordinates efforts between governmental agencies and private organizations and works under the general supervision of the Coalition Board.

ESSENTIAL FUNCTIONS:

- Responsible for all Seven County Infrastructure Activities and day to day operations.
- Ensures compliance with all legal requirements with input from legal counsel.
- Develops a preliminary and final annual budget to be approved by the Board.
- Ensures re-registration of the Coalition to State registry and compliance to all requirements.
- Ensures compliance with open meeting board training, and various grant reporting.
- Directs and ensures compliance with the rules and regulations of the Coalition and suggests updates as needed.
- Develops, maintains, and updates informative and analytical project materials.
- Serves as the primary contact between the Coalition and individual agencies, and local partners regarding proposed infrastructure and routes.
- Directs and coordinates outreach efforts and intergovernmental relations. Represents the Coalition in all public and news media communication related to multi-jurisdictional infrastructure (announces, coordinates, and conducts public meetings, corresponds with the public via walk-in, telephone, email, social media and other medium), etc.
- Develops and maintains effective relationships with state executives and agencies, congressional delegations and federal agencies.
- Provides regular reports on all activities to the Coalition Board.
- Promotes unity among the Coalition Board members and each of its counties.
- Coordination with and direction of technical staff to accomplish Board goals and objectives.
- Other duties as assigned and as needed.

DESIRED EXPERIENCE INCLUDES:

- Strong interpersonal and communication skills.
- Local, state and federal government relationships and knowledge.
- Proven record of integrity.
- General knowledge of infrastructure planning, funding, and implementation.

MINIMUM REQUIREMENTS:

- Graduation from college with a bachelor’s degree (master’s preferred) in Public Administration, Business Administration, Finance, Economics, Engineering, a science related to natural resources, or related field; and six (6) years of experience in a related field, **OR** an equivalent combination of experience and education.
- Must possess or be able to acquire a valid Utah driver’s license.
- Ability to establish primary residence within one of the seven member counties.

COMPENSATION:

- Full Time with 401K or other retirement benefits.
- Salary commensurate with qualifications and experience.

Respondents shall provide an electronic copy of their resume sent via email to Co-Chairman, Greg Miles, gmiles@duchesne.utah.gov and to Co-Chairman, Mr. Casey Hopes, casey.hopes@carbon.utah.gov by April 8, 2022 at 5:00 p.m. The subject line must read, “Coalition Executive Director”. Interviews (in-person or virtual) may be held as early as April 12, 2022.

