****

**The Ventura Council of Governments (VCOG) Seeks Executive Director**

The Ventura Council of Governments (VCOG) Council of Directors (Council) seeks a qualified individual to serve as its Executive Director. The VCOG Executive Director will be responsible for the administration and day-to-day operations of VCOG and will serve as the primary point of contact for its 11 member agencies. The individual will serve as an independent contractor to the Council and is expected to serve in a part-time (hourly) capacity.

**The Agency**

VCOG is a voluntary joint powers authority representing the ten cities of Ventura County and the County of Ventura. VCOG’s goal is to facilitate sub-regional and regional planning, coordination, and technical assistance on issues of mutual concern to its member agencies. VCOG’s mission is to promote cooperation on area-wide issues; unify the cities and county with a collective voice; seek solutions to issues of common concern; support members’ proposals to further VCOG’s objectives; represent VCOG with other organizations in Ventura County; facilitate ideas and information exchange; and increase Ventura County’s visibility as an outstanding place to live, work and play.

**The Position**

The Executive Director will function as staff to the VCOG Board in fulfilling its goals. Ideally, the successful candidate should have experience in policy areas where VCOG is involved (including but not limited to regional planning, homelessness, and integrated waste management), and in working collaboratively with stakeholders and elected officials in a political environment. The successful candidate should have experience working with local jurisdictions including cities, special districts and regional agencies such as the Southern California Association of Governments (SCAG). The Executive Director should have experience leading collaborative efforts both from a strategic/political and technical perspective. Knowledge of the regional issues affecting Ventura County and throughout the SCAG region coupled with a broad understanding of Sacramento and pertinent state agencies is preferred. Ideal candidates will have government management experience with a minimum of ten years relevant work experience and preferably would have a Master’s Degree in Public Policy, Public Administration or related field.

The Executive Director will have the following responsibilities:

Facilitate development of annual program of priorities; coordinate implementation of priorities as approved by the VCOG Board;

Recommend, prepare and disseminate agendas for bi-monthly meetings of the VCOG Board; staff VCOG Board meetings; prepare minutes and implement actions directed by the Board; plan, organize, and coordinate VCOG annual General Assembly event;

Insure Ventura County’s interests are represented in the Southern California Association of Government’s (SCAG) development of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and Regional Housing Needs Allocation (RHNA) to local jurisdictions in the six-county SCAG region;

Serve as VCOG’s liaison to SCAG, attending relevant SCAG policy and governing board meetings, and SCAG Executive Director and Subregional Coordinator meetings as may be necessary;

Act as principal VCOG liaison to federal, state, other regional and local agencies and staff to further VCOG priorities;

Organize and provide advocacy efforts to further VCOG programs and priorities;

Coordinate meetings and provide guidance to VCOG Administrative Committee, Legislative Committee, and other standing or ad hoc committees as may be formed;

Coordinate with City Manager and Planning Director groups to develop and present proposed VCOG programs and priorities for Board approval;

Carry out administrative and fiscal responsibilities including but not limited to: preparing annual budget; maintaining VCOG files; coordinating conflict of interest and other required filings; processing accounts payables and receivables; coordinating annual audit; and website maintenance;

Utilize his/her own vehicle, office, cell phone, computer and software for VCOG business.

Refer to Exhibit “A” for a more detailed description of Executive Director responsibilities.

**Compensation, Contract and Term**

It is expected the relationship between the selected individual and VCOG would be that of an independent contractor. An appropriate hourly compensation would be determined by the VCOG Council as part of a contractual agreement considered at the time of appointment, The contract would include a “not to exceed” amount in terms of the number of hours and maximum annual compensation. The current contract for Executive Director services stipulates annual compensation not to exceed $45,000. Appropriate mileage/travel costs would be reimbursed. No health insurance, deferred compensation, retirement or other benefits will be offered. VCOG is not a CalPERS Employer.

Contract term shall be subject to negotiation and final approval by the VCOG Council, with an initial term of one year or more desired. The negotiated contract will provide for termination by either party upon a period of notice (30 days recommended for VCOG; 120 days recommended for contractor).

**Application and Selection Process**

To be considered for this opportunity, please submit a cover letter and resume, expected hourly rate, and a minimum of three references to Hugh Riley, VCOG Executive Director, either by mail or email, to P.O. Box 157, Moorpark, CA 93020, or ridgeriley@msn.com Cover letter should include the applicant’s personal vision and understanding of VCOG as well as relevant leadership and experience they will bring to the position. Responses to this opportunity are due no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants will be screened and those deemed best qualified will be invited for an oral interview, expected to be conducted in January or February, 2025. The VCOG Council is expected to appoint the selected candidate by March, 2025. The VCOG Council reserves the right to reject any and all applicants and appoint the candidate that in its sole discretion best meets the needs of VCOG.

For additional information on VCOG, go to www.venturacog.org or contact Hugh Riley, VCOG Executive Director, either by mail or email, to P.O. Box 157, Moorpark, CA 93020, or ridgeriley@msn.com

EXHIBIT “A”

DESCRIPTION OF VCOG EXECUTIVE DIRECTOR FUNCTIONS AND DUTIES

**Essential Duties:**

**The level of effort necessary to provide and support the following services/support will be mutually agreed upon by Contractor and VCOG prior to commencement.**

|  |
| --- |
| **ADMINISTRATIVE SERVICES**  |
| * Agenda/minutes preparation (Board, Administrative Committee, and Legislative Committee)
 |
| * Clerk of the Board functions (Meeting facilitation, Brown Act posting)
 |
| * Work to develop VCOG Work Plan (Program of Priorities)
 |
| * Align VCOG Work Plan with SCAG’s 2024 RTP/SCS Work plan/schedule
 |
| * Maintenance of Board roster, VCOG TAC, stakeholder lists
 |
| * Oversee VCOG-SCAG District Elections as required by SCAG
 |
| * SCAG Committee appointments/appointments to external boards (by VCOG)
 |
| * Administer Local Agency Technical Assistance Grant and future funding for Broadband For all Project in partnership with the Economic Development Collaborative of Ventura County (EDC-VC) and the Broadband Consortium of the Pacific Coast (BCPC)
 |
| * Maintain VCOG identity materials (letterhead, envelopes, etc.)
 |
| * VCOG Bylaws review
 |
| * VCOG General Meeting
 |
| * Maintain and update all VCOG guidance documents, JPAs, bylaws, etc.
 |
| **FINANCIAL SERVICES** |
| * Accounting of all VCOG Financials
 |
| * Accounts payable processing
 |
| * Check register
 |
| * Coordinate annual audit
 |
| * Grant reporting/tracking support
 |
| * Development and oversight of VCOG Budget
 |
| * Procurement oversight
 |
| * Contract oversight
 |
| * Invoicing of VCOG dues
 |
| **TECHNICAL SUPPORT** |
| * Facilitate County Integrated Waste Management Plan Five Year Review
 |
| * Align VCOG Work Plan with SCAG’s 2024 RTP/SCS Workplan/schedule
 |
| * Facilitate Housing and Homelessness 10 Year Plan discussion
 |
| * Participation in monthly SCAG Regional Council, Sub-regional Coordinators meetings, SCS Committee meetings as necessary
 |
| * Participation in monthly SCAG Plan and Programs TAC meetings, as necessary
 |
| * Identify potential funding opportunities for VCOG
 |
| * Technical support for RHNA or air quality issues (may be sub consultant effort)
 |
| * Participation in technical analysis of various documents/processes
 |
|  |
|  |
| **OUTREACH SERVICES** |
| * Website development and maintenance
 |
| * High level of coordination with Ventura County City Managers Association
 |
| * Development of flyers, agendas, meeting notes, sign-in sheets, presentations
 |
| * VCOG or policy area fact sheets
 |
| * Stakeholder Working Group (meets as needed, database maintained)
 |
| * Work with various groups and coalitions as needed
 |
| * Oversee communication efforts for VCOG
 |
| * Media outreach as needed
 |
| * Public participation plans/programs as needed
 |