



Serving local governments in Muscatine and Scott Counties, Iowa;
Henry, Mercer, and Rock Island Counties, Illinois

June 27, 2024

To Whom It May Concern:

Bi-State Regional Commission is recruiting for an Assistant Director to Executive Director and Deputy Director.

ASSISTANT DIRECTOR TO EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR

POSITION OPENING June 27, 2024

Assistant to Executive and Deputy Directors of the Bi-State Regional Commission (\$84,000 - \$115,000) is a strategic hire for succession planning. The position is Exempt and will report to the Executive Director. The Assistant Director will work closely with the Deputy Director and the Executive Director on transportation, economic development, general planning, and services for the Bi-State Region and its member local governments. This is a non-remote position.

The position involves communication with a variety of stakeholders regarding Bi-State mission and services; collaboration with federal, state, and local governmental entities; providing advice on human resources personnel rules, discipline, grievances, and related issues to Administrative/Finance Manager; identifying potential funding opportunities available from private, state, and federal sources for Bi-State and members; and monitoring legislative bills for future funding opportunities.

Job requirements include: 1) leadership skills, ability to establish/maintain effective internal and external working relationships; 2) excellent verbal and written communications; 3) the ability to articulate a wide range of complex/technical subjects in small and large groups with diverse people including agency staff, Board members, federal, state, and local officials, partner agencies, and the public; 4) professionalism in communications, appearance, relationships, and responsiveness; 5) advanced skills in leading, developing, training, and mentoring others from a diverse background; and 6) advanced skills with project management, team-building, and delegation in demanding, multitask-oriented environment.

The Assistant Director will work with minimal direct supervision and meet assignment deadlines, prioritize multiple tasks, and provide timely responses to service/assistance requests. The Assistant Director will have the ability to develop innovative approaches and ideas, while adhering to laws, regulations, and policies; ability to adapt to change, competing demands, and delays/unexpected situations.; and a commitment to maintain strict confidentiality of sensitive, non-public information. Master’s Degree required from accredited college/university in urban planning, public administration, or a related field with minimum ten years'

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COUNTY REPRESENTATIVES:

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experience including three years' experience in supervisory role is required. Knowledge of the functions/challenges of Metropolitan Planning Organizations (MPO) is required with Economic Development Districts (EDD) preferred. Candidate must be proficient with Microsoft Office products.

Benefits include three weeks paid vacation plus additional based on years of experience; 12 days of sick leave per year; 11 paid holidays; ability to flex 40 hours/week over seven days and 80 hours; short and long-term disability; employer pays approximately 85% of health premium; continuing education reimbursement of 50%; and assistance with moving costs. The region's cost of living is below the national average.

EQUAL OPPORTUNITY EMPLOYER.

For more information about Bi-State Regional Commission, visit <http://www.bistateonline.org> Send a detailed resume to: Human Resources, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois 61201 OR email to jhenderson@bistateonline.org

Deadline: July 31, 2024.

For questions or information, contact Jill Henderson: (309) 793-6300, ext. 1134 OR email to jhenderson@bistateonline.org.