MIDWESTERN OKLAHOMA DEVELOPMENT AUTHORITY
EXECUTIVE DIRECTOR

SUMMARY OF JOB

Midwestern Oklahoma Development Authority is a Public Trust located in Burns Flat, OK that serves a four-county region of cities and towns located in the following Oklahoma counties: Beckham, Custer, Kiowa and Washita. The Authority is currently seeking an Executive Director, who will hold a crucial position within the organization. This role involves working under the policy guidance of the Board of Trustees and the parent corporation, requires strong administrative experience related to state contract compliance and reporting, fiscal management, budgeting, human resources, and delivery of programs and services while working with local governments. The Executive Director must identify partnerships that support the Authority's goals, and consistently assess the Authority's program delivery effectiveness. Furthermore, this individual manages the day-to-day operations of MODA and serves as the Authority's representative when interacting with other agencies and individuals.

The Executive Director is responsible for all administrative and operational issues within the organization. This includes developing monthly agendas for board meetings and overseeing the Authority's activities. The Executive Director is tasked with hiring staff to carry out services, establishing and implementing policies and procedures to support the Authority's operations, and fulfilling all legal and contractual requirements for the Authority. Additionally, the Executive Director is responsible for developing strategies and goals and should have experience working with policy issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides guidance and direction to staff and all employees regarding rules and policies necessary to carry out programs and services of the Authority.
2. Oversees development and implementation of administrative policies for procurement, personnel management, budgeting, auditing, contracting, and any other policies necessary to ensure operational integrity and compliance with all statutory and contractual requirements.
3. Promote the four-county approach to planning and development of programs involving local leaders of major public and private interest.
4. Directs and manages all aspects of employment including salaries, hiring, performance evaluations, disciplinary action, and terminations.
5. Directs the fiscal management of the Authority regarding budgeting, auditing, financial reporting, and contracting.
6. Oversees management of the Authority's activities, bylaws, meetings, and requirements related to their specific duties.
7. Ensures Authority's compliance with all applicable local, state, and federal policies, laws, and regulations.
8. Serves as the Authority's primary contact and communicates the Authority's position and information for state, and federal agencies.
9. Represents Authority at business meetings.
10. Works closely with the Authority's Board of Trustees on the budget, audit and carries out special projects for the Authority.

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POSITION SPECIFIC COMPETENCIES

1. Accountability – Holds self and others accountable for rules and responsibilities.
2. Directiveness– Demonstrates an ability to balance a participatory management style with the need for strong leadership.
3. People Management – Hires qualified employees, effectively delegates to management staff, and ensures agency policies support a fair and productive work environment.
4. Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, consideration of others' input, and personal values and ethics.
5. Organizational Skills – Manages with attention to detail, thoroughness in reporting, use of effective processes, and provides oversight on program implementation.
6. Professional Confidence – Demonstrates an ability to communicate effectively with others about current topics, trends, and experiences in their primary field while seeking out challenging new tasks or projects.

PHYSICAL REQUIREMENTS

Ability to perform the essential job functions consistently safely and successfully with the ADA and other federal, state, and local standards. Ability to maintain regular punctual attendance consistent with the ADA and other federal, state, and local standards. Must be able to lift to 25 pounds. Must be able to talk, listen and speak clearly on telephone.

OTHER REQUIREMENTS

Must possess a valid driver's license, have dependable transportation for travel and proof of vehicle insurance as required by the State of Oklahoma.

SALARY RANGE

Depending on qualifications and experience salary ranges from $31.25-40.86 per hour.

EDUCATION and/or EXPERIENCE

A degree from an accredited university or equivalent experience in planning, business management. Have experience with Quick books, Word, Excel.

Experience with grant management, budgeting, and contract management. Experience working in the following fields important: economic and community development, and general planning and development.

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To apply, please submit a current resume by mail or email to the Executive Director at the address listed below.

Kathryn Carlisle
Midwestern Oklahoma Development Authority
PO Box 549
Burns Flat, OK 73624
(580) 562-3111
modaok@windstream.net

Midwestern Oklahoma Development Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.