

**NORTHEASTERN CONNECTICUT
COUNCIL OF GOVERNMENTS**

EXECUTIVE DIRECTOR



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NORTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS EXECUTIVE DIRECTOR

GovHR USA is pleased to announce that the Northeastern Connecticut Council of Governments (NECCOG) is seeking a forward-thinking; energetic; knowledgeable; and thoughtful, inclusive, and aspirational leader to become its next Executive Director. This brochure provides background information about the organization, as well as the requirements and expected qualifications for the position.

The Northeastern Connecticut Council of Governments (NECCOG), one of nine statutory regional councils of governments in Connecticut, is known for its innovation, development, avocation, and application of regionalism in delivering services to its member communities and wishes to continue this tradition.

The NECCOG region is in the northeastern corner of Connecticut, bordered by Massachusetts to the north and Rhode Island to the east and is within seventy-five miles of four urban centers – Hartford, Providence, Worcester, and Boston. It is historically referred to as the "Quiet Corner" and more recently as the "Last Green Valley" because of its slow and historic pattern of development. This presents rare challenges and offers opportunities to derive a real sense of accomplishment in guiding the communities in planning for land use, resource conservation, and infrastructure improvements. The region is home to a range of natural and historic New England landscapes, making it quintessential New England. The area is characterized by rolling hills, forests, classic New England villages, former mill towns and farms and offers a wide variety of housing and educational opportunities making it a wonderful area to raise a family.

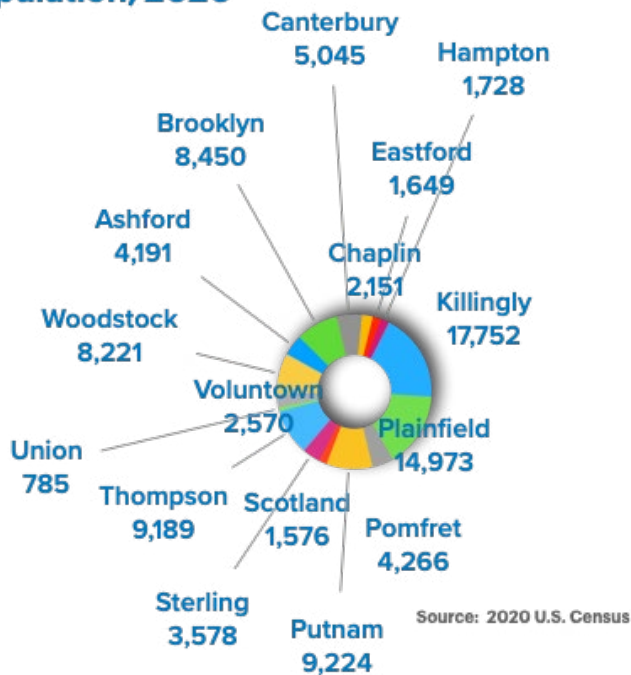




DEMOGRAPHIC AND STATISTICAL PROFILE OF THE NECCOG REGION

NECCOG, as a regional organization, faces unique challenges in balancing the needs of its constituents. The NECCOG region is made up of 16 towns which vary considerably in terms of population, density, income, employment, and character and have a combined population of 95,000. Here are some of the region's demographics from the 2020 census:

Population, 2020



DEMOGRAPHIC STATEMENTS

- Of the regions **95,348** residents, **13** percent are people of color.
- The population has decreased by **1** percent since **2010**.
- Of the **38,029** households, **75** percent are homeowner households.
- **Twenty-nine** percent of the households are cost-burdened, meaning they spend at least **30** percent of their income on housing costs.
- Among the region's adults ages **25** and up, **25** percent have earned a bachelor's degree or higher.
- The region is home to **27,726** jobs, with the largest share in the manufacturing sector.
- The median household annual income is **\$69,919**.
- As of **2015**, the average life expectancy was **79.7** years.

Source: NECCOG Equity Report

POPULATION BY ETHNICITY

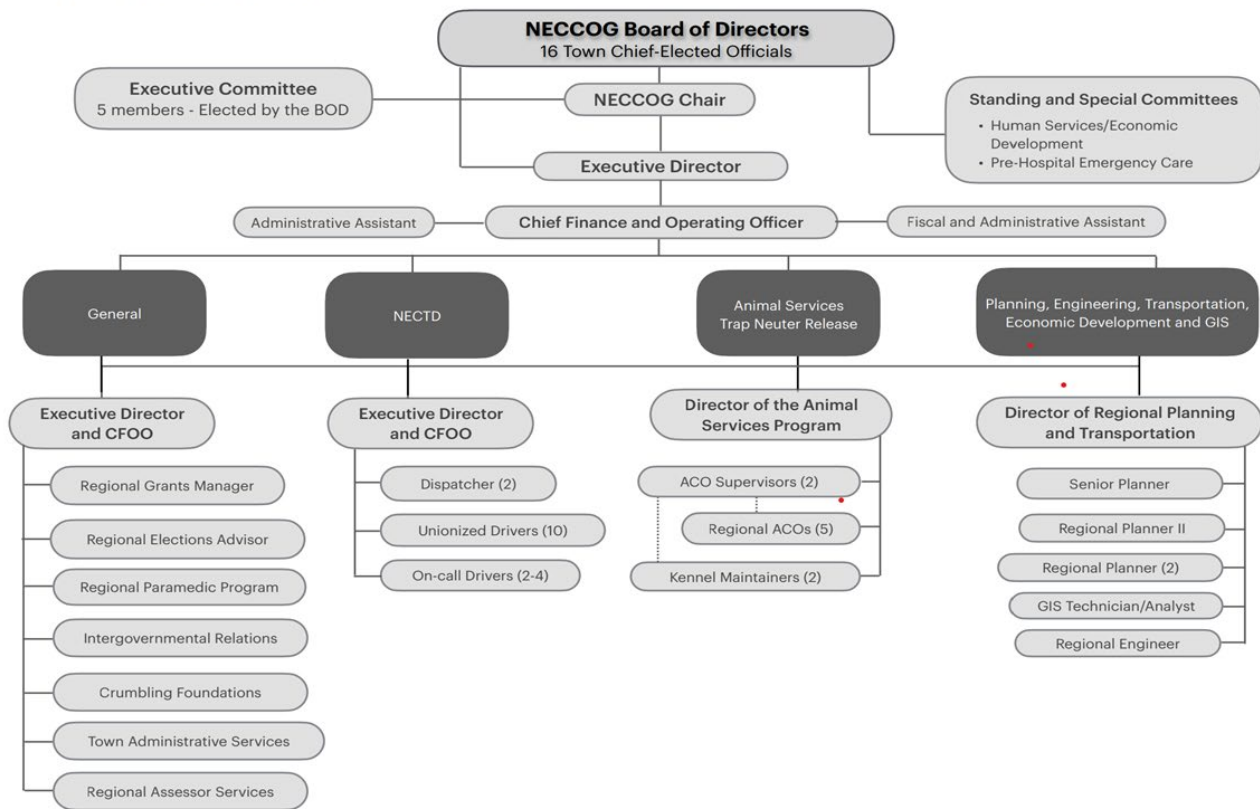
Area	White		Black		Latino		Asian		Other Ethnicity	
	Count	Share	Count	Share	Count	Share	Count	Share	Count	Share
Connecticut	2,279,232	63%	360,937	20%	623,293	17%	170,459	5%	172,023	5%
NECCOG	83,354	87%	1,175	1%	4,356	5%	1,181	1%	5,282	6%

ORGANIZATION

Connecticut is unique in that it has no functional counties. Regional councils of governments are, in part, empowered by state statutes to accept or participate in any grant, donation or program available to municipalities and to provide professional services individually or regionally. NECCOG is governed by a board of directors consisting of the chief-elected official from each of its 16-member communities. NECCOG's Executive Committee consists of the 5 members serving as the Board's officers (Chair, First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer). The Board of Directors meets monthly on the 4th Friday of each month where updates are provided on programs, projects, and agency and legislative matters.

NECCOG's work is diverse and ever changing, focusing on achieving results for its member towns through regionalism and offering a range of voluntary member initiated programs and services that depend on the collective and/or individual needs of its member towns. These programs include; Land Use Planning and Technical Assistance, Transportation Planning and Technical Assistance (NECCOG is not an Metropolitan Planning Organization - but does maintain a formal arrangement with CONNDOT and federal partners at FHWA and FTA), Engineering, GIS, Economic Development, COVID Recovery, Property Revaluation, Paramedic Intercept, Public Transit (Northeastern Connecticut Transit District) Administration and Animal Services.

Organizational Structure



NECCOG's regional approach to problem solving enables its member towns to achieve efficiencies and economies of scale that individually would be difficult to realize. NECCOG's staff, acting as an extension of each member town, has a range of expertise and experience to address and assist its member towns with their collective and individual needs. NECCOG currently employs approximately 30 individuals. Its revenue sources (projected \$3.1M) are optional local program fees, federal and state funding, and local assessments.

NECCOG, as one of its core functions, maintains regional and state-wide relationships with an array of stakeholders and other individuals and organizations important to the mission of NECCOG. Some of the work performed by NECCOG is confined to the 16 members towns and some is extended to communities in other regions. NECCOG is also pro-active on issues related to regionalism with the General Assembly maintaining ongoing relationships with key policy makers.

MISSION, GOALS, AND VALUES

MISSION

The mission of the Northeastern Connecticut Council of Governments (NECCOG) is to serve as a chief-elected official driven - organized forum for the member towns to discuss, facilitate and develop responses to issues of mutual concern; having in place the staffing expertise to assist towns that individually would not be able to either afford or justify, and; administer programs and projects for the betterment of the member towns collectively and individually.

GOALS

- Member initiated programs and projects resulting in measurable results.
- Stay informed and take action on issues that are of mutual interest.
- Seek solutions to issues of common concern through cost effective programs.
- Provide a forum for communication and representation - facilitating the exchange of ideas and information.
- Be responsive to our member towns. Facilitate collaboration of regional solutions. Consider new or expanded programs.
- Maintain a workplace environment that cultivates and recognizes professional excellence, teamwork, and creativity.
- Provide an expert resource for information and assistance in planning for a broad mix of local government services.
- Represent the interests and needs of member towns to local, regional, state and federal interests. Identify and be able to respond to unforeseen local or regional needs.
- Be efficient with staff time and resources.



VALUES

NECCOG's Board and Staff are committed to the highest ethical standards of professional service, leadership and integrity. Cooperatively the member towns seek to serve the region - utilizing problem solving techniques and developing a creative outlook for the future. The success of the organization depends on the talents, skills, and expertise of its board and staff working as a team.

EXECUTIVE DIRECTOR

The Executive Director is the chief executive officer of NECCOG responsible for the overall management of the organization including its staff, work programs, activities, contracts and finances. This portfolio includes planning and regulatory functions, staff direction and oversight, budgeting and financial management as well as external relations and communications with public entities, the legislature, the media, public and private sector leaders as well as the public at large.

The Executive Director performs a key leadership role by striving to coordinate all NECCOG activities and initiatives. The Executive Director is accountable to the full Policy Board and its Executive Committee and must perform his/her duties under policies established by NECCOG, in conformance with regulatory laws and regulations consistent with the Code of Professional Ethics promulgated by the International City/County Management Association.

Essential Duties and Responsibilities

NECCOG's Executive Director requires a seasoned professional, skilled in the art of advocacy, diplomacy and building effective collaborations - coupled with solid administrative skills and experience, a strong command of local, state, and national public policy. The Executive Director performs the following essential functions within the framework of NECCOG's (including NECTD's) statutory responsibilities.

- Provide leadership to carry out the Board of Director's vision, goals, and objectives through strategic and day-to-day operations of NECCOG serving as the principal resource to the Board of Directors for the overall operational and fiscal integrity of the organization.
- Provide regular and transparent communication to the Board on the organization's progress, challenges, and opportunities.
- Maintain and adjust as needed a system of financial controls (including annual audits) and reporting required for fiscal accountability made in accordance with generally accepted accounting practices and specific requirements of individual funders.
- Negotiate contracts and prepare agreements, with the advisement of legal counsel, and monitor the administration of terms and conditions of all contracts or agreements.
- Develop and manage an annual work plan and budget.
- Build strategic relationships with state, local government officials, non-profit organizations, the business community and others who can help NECCOG to advance its agenda and secure achievement of NECCOG's policy goals.
- Other duties required and assigned by the Board of Directors.





EDUCATION AND EXPERIENCE

The successful candidate will have a combination of education and experience which demonstrates the ability to perform the duties of the position, including the following:

- A master's degree in public administration or a related field.
- Related increasingly responsible senior level supervisory, management, policy development experience, including active participation in the legislative process, in the public and/or private sector.
- Substantial public sector experience at the local and/or regional level is highly desirable.
- Any combination of education and experience would demonstrate the ability to perform the work of Executive Director.

Skills and Competencies

A successful candidate will also have a combination of the following skills and competencies:

- Leadership competency to carry out the Board of Director's vision, goals, and objectives through strategic and day-to-day operations of NECCOG serving as the principal resource to the Board of Directors for the overall operational and fiscal integrity of the organization.
- Proven ability to build and maintain strategic relationships with state, local government officials, non-profits organizations, the business leaders and community members who can help NECCOG to advance its agenda and secure achievement of NECCOG's policy goals.
- A solid track record of innovation - serving as a visionary leader in the one or more of the following fields: Regionalism, Municipal Functions, Strategic Planning and Public Policy - while displaying a high degree of proven personal integrity and character with a high-energy level in driving self and others toward goals and achieving results.
- Experience working at an executive level with a board of directors or body of elected officials with varied opinions and approaches, and with a formal committee system or equivalent.
- Understands what it means to be politically savvy, without being political.
- Sophisticated understanding of policy-making and legislative processes and political dynamics (Connecticut experience preferred) that may have been earned from diverse environments (i.e., government, non-profit or corporate) representing a non-partisan organization that operates in a diverse political environment and cognizant of the political sensitivities regularly in play in the state and northeastern Connecticut region.
- Demonstrated and clear understanding of budgeting and financial planning, human resources and personnel policies, program development and evaluation, purchasing, contract and grants administration, and insurance and risk management skills.
- Demonstrated ability to build and lead a high-performing team and ensure all team members are trained, aligned, and collaborating to achieve year-over-year improved organizational results.
- Ability to work effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time and with the ability to be nimble in changing course or direction when needed.

OPPORTUNITIES AND CHALLENGES

The new Executive Director can expect to work with the NECCOG Board of Directors, Executive Committee, staff, Congressional and State legislators, Governor and his/her Administration, stakeholders and residents on a wide variety of projects and initiatives. NECCOG has a long history in developing regional programs for its member towns.

The Connecticut legislature has enabled regional COGs to act regionally on the full spectrum of services that can potentially be regionalized. In essence, COGs are the building blocks for regionalism in Connecticut. They are in a unique position as regional facilitators for establishing the framework for cooperation, providing support, monitoring, evaluating, and disseminating best practices that can be replicated in other COG regions. Connecticut's 169 towns vary greatly in terms of population, wealth, needs and capacity to address those needs. Consistent with this our nine regional COGs, while having the same structure, are also unique in terms of the many services provided and the emphasis on their respective services delivery. There is not a one-size fits all approach to the provision of services. What may work well in one region - will not work well in another. The current system where each regional COG's membership (chief-elected official) determines the work products and programs for their respective COGs works well. In NECCOG's case it has been found that regional programs, with some exceptions, work best and are most attractive for our member towns. A majority of NECCOG's member towns lack the internal capacity and ability to pay individually for needed programs - this is where NECCOG's regional approach enables its towns to have needed services at an affordable cost. NECCOG's most successful regional programs are Animal Services, Engineering, GIS, Property Revaluation, Land Use Assistance and Paramedic Intercept.

Some of the opportunities and challenges include:

- Maintain and enhance existing programs and services for member towns. NECCOG currently provides a range of services for its member towns and towns outside of the region. These services include engineering, property revaluation, animal control, transportation planning and project implementation, land use planning on both a regional and town level, natural hazard mitigation, town administrative assistance and operational audits, transit district administration, COVID recovery, economic development and GIS services. The goal and the challenge is not just to administer these services - but to continually seek ways to enhance their benefits.
- Understanding the needs of the region and its member towns and in turn developing programs and services that serve their emerging needs. NECCOG is a leader in developing programs/services beneficial to its member towns - the challenge and the requirement is to maintain that leadership. This will require regular meetings with local boards and commissions, community groups, and others.
- Serve as a thought leader for regionalism - representing the perspective of the northeastern Connecticut region. The NECCOG executive director is expected to participate and lead discussions centered around the application of regionalism with key stakeholders such as the Connecticut Conference of Municipalities, Connecticut Council of Small Towns, key legislative committees and legislators, Congressional offices, Governor and related departments, federal offices, non-profits, chambers of commerce and the other regional COGs. This includes developing legislative initiatives, testifying on initiatives and lobbying the position of NECCOG.
- Provide the day-to-day administration of NECCOG and NECTD addressing personnel, budgeting and related matters.



SALARY AND BENEFITS

This position is a "contract" position with terms of three (3) years, which is renewable. The compensation is negotiable and competitive with similar positions and commensurate with experience and includes attractive benefits.

APPLY

Submit cover letter, résumé, and contact information for five professional references by June 21, 2024 online to Michael Jaillet, GovHR USA | MGT – [Career Center | GovHR USA](#). Questions regarding the recruitment may be directed to Michael Jaillet at 847-380-3238 or mjaillet@govhrusa.com. NECCOG is an Equal Opportunity Employer actively seeking and encouraging a diverse pool of applicants for consideration.

Documents

[NECCOG 2024 – 2025 Work Plan and Budget](#)

[Executive Director Position Description](#)

[NECCOG 2023 Equity Profile](#)

