For Immediate Release

Mid-East Commission
Executive Director Position

The Mid-East Commission (Commission), located in Washington, North Carolina, serves the forty municipalities within the five-county region of Beaufort, Bertie, Hertford, Martin and Pitt, and administers programs and services for the Area Agency on Aging; Planning, Economic Development and Community Services; and Workforce Development. The Commission is seeking a qualified individual with the needed education and experience to serve as the Executive Director for the Commission's Board of 51 local elected officials and citizen representatives, and to manage a team of 25-30 professional staff with an annual budget in excess of $9 million.

The candidate must have a master's degree in public administration, business administration, or related field, or an equivalent combination of education and experience. He/she should also have relevant experience in working with local governments including counties and municipalities. He/she must possess demonstrated leadership ability; professional expertise in providing technical assistance and services; functional knowledge and understanding of the Commission's various programs and services; experience in financial management and budgeting; experience and knowledge of state and federal programs; and have proven management skills and ability to work with staff, all levels of governments, private industry and non-profit organizations.

Applicants must complete a Mid-East Commission job application that can be downloaded from the Mid-East Commission's website at https://mideastcom.org/. Send completed application, cover letter and resume to Mid-East Commission, ATTN: Theresa Harris, Executive Administrative Assistant; 1502 N Market Street, Suite A, Washington, NC 27889. Deadline for applying is 12:00 noon, October 14, 2026. Relay numbers for the hearing impaired: 1-(800)735-2962 (TTY) and (800) 735-8262 (Voice). Auxiliary aids are available upon request for individuals with disabilities. The Mid-East Commission is a Committed Equal Opportunity Employer/Program.

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MID-EAST COMMISSION COUNCIL OF GOVERNMENTS
EXECUTIVE DIRECTOR – GENERAL STATEMENT OF DUTIES

General Statement

To serve as the Chief Executive Officer for the Mid-East Commission (MEC) Council of Governments (COG)

Distinguishing Features of the Class

An employee in this class performs professional level administrative and managerial work under the direction of the MEC Board of Directors. Emphasis of the work is on applying professional expertise and administering the day-to-day management of the COG with policies established by the Board of Directors and in accordance with various state, and federal laws, regulations, and guidelines. The employee is expected to exercise a considerable degree of independence, initiative, and judgment with overall responsibility for all departments. The position works closely with and makes recommendations to the Board on important public policy issues affecting the region and its member governments. Position serves as the organization representative at the regional, state and federal level. Position is responsible for managing and supervising four Program Directors, the Executive Administrative Assistant/Accounting Technician, and the One Stop Specialist.

In addition, this position is the CEO and President of the Mid-East Development Corporation (MEDC) which was created to promote and advance economic and community development activity in the region. Work is performed under the guidance of its Board of Directors and is evaluated on the basis of results achieved. Reports to and serves at the pleasure of the Board of Directors.

Illustrative Examples of Work

- Implements legislative and policy decisions approved by the MEC Board of Directors.
- Convenes all meetings of the Executive Committee and Board of Directors; develops agendas and programs for all Board meetings; convenes quarterly managers and administrators meetings.
- Develops and presents annual budget to Board; coordinates maintenance of financial records and budgets in coordination with the Finance Director.
- Administers overall operation of the COG; develops, administers and evaluates a Program of Work including a mission, goals, and action plans for general administration and each department in collaboration with the program directors; administers pay and classification plan; administers all organizational policies and procedures.
- Educates local, state, and federal officials on COG programs and services; coordinates and convenes workshops, forums, and seminars.
- Provides facilitation and strategic planning services for member governments.
- Serves on various local and state boards and commissions; attends meetings of COG programs (Aging; Planning, Economic Development & Community Services; Workforce Development Board); attends important state and national events; and participates as member of the North Carolina Association Regional Council of Governments Association.

- Promotes regional programs statewide; promotes intergovernmental relations between member governments and managers.
- Directs COG's public relations and communications program.
- Directs and performs special projects; assists with economic and community development projects.
- Seeks new innovative programs and services of value to the member governments and its citizens.
- Provides overall organizational leadership and its values.
- Ensures the MEC workplace is free of discrimination.
- Oversees and manages systems to facilitate and ensure maximum productivity of employees.
- Ensures accountability throughout the organization.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Thorough knowledge of complex public policy issues.
- Thorough knowledge of intergovernmental relations.
- Thorough knowledge of federal, state, regional and local jurisdictional partnerships.
- Thorough knowledge of financial management and fiscal policies.
- Considerable knowledge in the fields of planning, social service delivery, grantsmanship and workforce, community and economic development.
- Considerable knowledge of the principles and practices of modern management.
- Considerable knowledge of the needs and resources of the region.
- Ability to direct and supervise a staff of professional employees and administrative personnel.
- Ability to communicate effectively through oral and written skills including social media.
- Possess strong human resource skills including the ability to establish and maintain effective working relationships with employees, board of directors, local elected and non-elected officials, the public and federal and state officials.
- Ability to build consensus among officials and partners to further goals of the COG and its member governments.
- Ability to manage multiple priorities and maintain quality and effectiveness.
- Ability to market and promote the COG's programs and services in the region and statewide.
- Ability to shape and implement policy direction.
- Ability to listen, facilitate and synthesize multiple points of view.
- Ability to prepare and mentor managers to assume broader leadership roles.
- Ability to foster an organizational climate that attracts, retains and develops talent at all levels.
- Ability to facilitate and sustain a positive and productive workplace.

Minimum Education and Experience:
The candidate must have a master's degree in public administration, business administration, or related field, or an equivalent combination of education and experience. He/she should also have relevant experience in working with local governments including counties and municipalities. He/she must possess demonstrated leadership ability; professional expertise in providing technical assistance and services; functional knowledge and understanding of the Commission's various programs and services; experience in financial management and budgeting; experience and knowledge of state and federal programs; and have proven management skills and ability to work with staff, all levels of governments, private industry and non-profit organizations.

Special Requirements:
Possession of a valid North Carolina driver's license

Physical Requirements:
Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. The employee must have close visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Physical activities may include reaching, fingering, and grasping.

Working Conditions:
Work is performed in an office with a controlled environment without exposure to harmful conditions. Position is subject to meetings outside the normal 8-hour day environment and may include travel to facilities, working after hours and weekends without additional compensation.

FLSA Status:
Exempt-Executive

Salary:
The salary is competitive and commensurate with the candidate's qualifications and experience with salary to be determined by the MEC. MEC offers a comprehensive benefits package, including health insurance, retirement participation, and paid leave.

Disclaimer:
This classification specification has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, authorities and qualifications required of employees to perform the job. MEC reserves the right to assign or otherwise modify the duties assigned to this classification.

MEC is an Equal Opportunity Employer