



## **EXECUTIVE DIRECTOR**

**The City of Meridian is managing the COMPASS Executive Director recruitment, application and screening process on behalf of the COMPASS Board of Directors. All applicants should submit a cover letter and resume to Laura Lee Berg at [lberg@meridiancity.org](mailto:lberg@meridiancity.org).**

**Open Date:** September 1, 2024  
**Close Date:** Open Until Filled, First Review Date October 1, 2024  
**Hiring Range:** \$125,243 (minimum) to \$178,919 (mid-point), DOE

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity and proactivity are highly valued at COMPASS. The Executive Director directs the overall operations and performs supervisory and administrative work as directed by the Community Planning Association Board of Directors. Work is performed on a regional level based on regional needs and data analysis. Duties include serving as a liaison with federal, state and local agencies to plan, supervise and organize the comprehensive transportation planning process within a two-county region. Works closely with local elected officials, state and federal government officials, local media and the general public.

The Executive Director is employed by the Board of Directors; the Executive Director becomes a non-voting Ex Officio Member of the Board working under the direction and control of the Board. The Executive Director serves at the pleasure of the Board and may be removed at any time by a two-thirds (2/3) majority vote of the Board. Work is performed with independent judgment and initiative within COMPASS Board priorities.

### **EXAMPLES OF WORK**

Prepare annually a proposed Work Program and Budget for the ensuing fiscal year that satisfies all requirements of the federal planning process for Metropolitan Planning Organizations and Transportation Management Areas.

Enter into contracts or execute in the name of COMPASS all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized by the Board in the approved work program and budget or by other action of the Board.

Act as COMPASS' disbursing officer for all funds made available thereto.

Fulfill the general powers and duties of supervision and management, including but not limited to, recruitment, employment, compensation, hiring and dismissal of members of the staff.

Execute the emergency authority to act to protect the rights and interests of COMPASS as they relate to the approved work program and budget, pending confirmation by the Board.

Participate in the planning and scheduling of the work to be accomplished in the planning projects.

Serve as an ex-officio member of any special committee or task force of COMPASS and each General and Special Purpose Member.

Attend periodic meetings of organizations involved in planning within southwest Idaho.

Participate in or supports interagency coordination and planning committees.

Provide recommendations concerning professional development of the planning staff.

Prepare a monthly summary of significant staff activities that have taken place during the prior month and provide it as an item on the agenda of each regular meeting of the Board.

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

A Bachelor's degree with specialization in planning, public administration, or related field or a Master's degree in the same, or equivalent combination of education, training and experience to meet 15 years of relevant experience.

A minimum of 5 years supervisory experience including hiring, training, mentoring and leading a team is required.

Proven success working closely with or being an active member of a Board of Directors preferred.

Thorough knowledge of the principals and practices of planning and federal transportation planning regulations.

Ability to develop effective working relationships with staff, member agencies and the general public.

Exceptional verbal, written and visual communications skills.

Ability to develop a Unified Planning Work Program and Budget and to implement it on time and within budget.

Accomplished research and analysis techniques.

Experience with multiple computer applications, and with project budgeting and design.

Professional planning-related association membership or certification is desirable.

### **SPECIAL REQUIREMENTS**

Must be available to work mostly from COMPASS offices.

Must be available for periodic evening and weekend events and meetings.

Must be available for out of state travel representing COMPASS on various association committees and boards, such as Association of Metropolitan Planning Organizations (AMPO), Coalition for America's Gateways and Trade Corridors (CAGTC), National Association of Regional Councils (NARC), and others.

Must be able to successfully pass a background check process which includes reference and criminal history checks.

Must be able to obtain a valid Idaho driver's license

### **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally lifting/carrying up to 50 pounds.

Occasionally pushing/pulling up to 50 pounds.

Work includes sensory ability to speak and hear; also includes close and distance vision.

Requires hand/finger dexterity.

Employees will sit, stand and walk.

Work environment includes inside and outside conditions.

Employees may drive a vehicle as part of this position, in various weather and road conditions.

Employees may work occasional evenings and/or weekends.

## **CLASSIFICATION**

This is a full time, exempt position.

## **SALARY RANGE**

(BAND D5) Hiring range is \$125,243 (minimum) to \$178,919 (mid-point), plus comprehensive benefits.

Starting salary is dependent on skills, experience and education.

Benefits include, but not limited to:

Health benefits (medical/vision, dental).

Wellness program (up to \$500 annual cash incentives).

Employer paid short-term and long-term disability benefits, plus accidental death coverage, and \$50,000 in life insurance.

Public Employee Retirement System of Idaho (PERSI) defined benefit plan participation.

Employer 401(k) match up to 4%.

Vacation and sick leave.

Director's leave.

11 paid holidays per year.

Cell phone reimbursement.

Tuition reimbursement benefit equivalent to the cost of three graduate level credits at an Idaho state university.

Transportation benefits as allowed by current IRS Code; includes cost of an annual bus pass.

Professional association member dues paid on employees' behalf.

## **ABOUT COMPASS**

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of southwest Idaho. COMPASS is organized under a joint powers agreement which includes the ten counties of southwest Idaho and authorizes COMPASS to conduct planning and coordination activities in areas such as air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space, and transportation.

In addition, COMPASS has served as the metropolitan planning organization (MPO) for northern Ada County (Boise area) since 1977 and for Canyon County (Nampa area) since early 2003. Northern Ada County became a Transportation Management Area when the population exceeded 200,000 in the 2000 U.S. Census.

COMPASS' mission is to conduct regional planning, facilitate coordination and cooperation, serve as a source of information and expertise on issues affecting southwest Idaho, and assist member agencies in accessing funding to accomplish local and regional goals.

COMPASS is a voluntary, member-based organization, comprised of 27 member agencies including the cities, counties, and highway districts in Ada and Canyon Counties and governed by a 43-member board made up of elected officials from member and ex-officio agencies. COMPASS has an annual budget of approximately \$6 million and receives its funding from membership dues, federal planning grants, federal Surface Transportation Program funds, Idaho Transportation Department funds, and miscellaneous fees for services.

COMPASS currently has a staff of 20 skilled professionals that continually seek new ways to provide valuable services to member agencies and the region. COMPASS offers competitive salaries and a generous benefit package to its employees. Additional information about COMPASS may be found on the website, [www.compassidaho.org](http://www.compassidaho.org).

### **ABOUT THE REGION**

The Boise-Nampa metro area is home to more than 822,890 people. The region provides four seasons of easily accessible outdoor recreation, as well as diverse cultural amenities. The forecasted regional population for 2055 is 1,300,000. Like many metropolitan areas, the region faces challenges developing a transportation system that will meet the needs of its growing population.

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*