

**POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
WEST VIRGINIA COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**

The West Virginia Courthouse Facilities Improvement Authority (WVCFIA) is seeking applications for its Executive Director. The WVCFIA is a statutory agency whose mission is to assist counties in obtaining funds for courthouse renovations and improvements.

This is an advanced professional position which involves the application of specialized knowledge of the programs and policies of the Authority, and its inter-relationship with state and county governments. The position is responsible for the overall direction of the Authority and its staff, as well as its programs. It requires the exercise of independent judgment and interpretation. The Executive Director represents the Authority in meetings with representatives from all levels of government.

The Executive Director is hired by the Board of Directors, and serves at its will and pleasure. The salary of the position is set by the Board. The Executive Director is eligible to participate in West Virginia employment programs, such as PEIA and State Retirement (PERS)

The Executive Director helps prepare and oversees the Agency's budget of between \$2.0 and 2.5 million. Responsibilities include:

- Report to and work with the Authority's Board of Directors.
- Schedule, plan, organize, and actively participate in the meetings of the Board
- Attend meetings or functions related to the purposes of the Authority and activities of the Board
- Provide the Board with information needed to make sound decisions and policies
- Assure the flow of information to the Board
- Assist in the application process, scoring and awarding of grants to counties for improvements and renovations to their county facilities
- Assist counties in applications for funding from sources other than the WVCFIA
- Represent the Authority in meetings of the Legislature and Executive Branch agencies related to the functions and budget of the Authority, and any related legislation or proposals
- Seek grants or other third party funding sources for funds related to the purposes of the Authority
- Coordinate the award of funding grants to counties, process requests for payments, and assure proper reimbursements
- Work with counties to assure compliance with the purposes of grant awards
- Maintain the financial records of the Authority, and work with state, local, and privately-contracted persons on maintenance of the financial records
- Educate counties, governments, government associations and the public at large on the purposes of the Authority and the availability of funding and assistance, as well as to otherwise promote the WVCFIA

- Develop and maintain an objective system for award of funding for Authority projects
- Assist engineers, architects, contractors and others who may have working relationships with the Authority and with county governments in a manner consistent with the purposes of the Authority
- Work with officials of all branches of government on the purposes and projects of the Authority
- Manage the assets of the Authority
- Supervise the staff, employees and contract labor for the Authority
- Attend to such projects as may be assigned by the Board of Directors and related to the purposes of the Authority

Skills which are essential to the position include:

- Effective writing and speaking communications
- Ability to work with others from the public sector and government, in a professional and collegial setting
- Knowledge of Microsoft Office or similar products
- Knowledge of Microsoft Presentations and PowerPoint or similar products
- Ability to communicate via telephone, letter, fax or email
- Ability to be a self-starter and to work independently and under pressure
- Ability to complete projects on time and with little assistance
- Creativity and innovation to suggest ways the Authority may grow in its function and purpose

Skills which are helpful but not essential to the position include:

- Knowledge of West Virginia employment and purchasing practices
- Knowledge of West Virginia's accounting practices and systems (FIMS)
- Knowledge of West Virginia government and budgeting practices
- Familiarity with the Legislative process

Applicants may be asked for credit, criminal background or character references. Finalists may be contacted for a personal interview.

The West Virginia Courthouse Facilities Improvement Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the WVCFIA will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit your letter of interest, resume', writing sample, and references to:

CFIA Applications
 c/o West Virginia Association of Counties
 2211 Washington St E
 Charleston WV 25311-2218