



## **EXECUTIVE DIRECTOR**

***County Engineers Association of Ohio***

Columbus, Ohio

821 CONSULTING LLC is pleased to partner with the Board of Directors for the County Engineers Association of Ohio to recruit their next Executive Director.

### **BACKGROUND**

Upon Ohio's statehood in 1803, the General Assembly enacted legislation permitting the Courts of Common Pleas to appoint the position of County Surveyor for the purpose of guiding development on the new frontier. Specific tasks involved subdividing the land for settlement; recording land plats, titles, transfers, and deeds; replacing early wooden survey stakes with stone monuments; the layout of public thoroughfares; and representing the Board of County Commissioners in land and roadway issues.

In 1831, the legislature made the County Surveyor a publicly elected officeholder that would serve three-year terms. The need for better transportation across the state, involving highway and canal construction, led to the eventual evolution of the County Surveyor's position.

In response to the demands of the impending "Auto Age," County Surveyors were chosen by the legislature to represent the State Highway Department in local engineering affairs.

By the time legislation was enacted, in 1935, to change the County Surveyor's position to that of County Engineer, the officeholders were serving a four-year term and fulfilling the modern duties of both a professional surveyor and engineer.

Since 1940, CEAO has worked to unify its members in their goal to provide the highest quality transportation, drainage, surveying, and land record keeping services. From the safe and efficient movement of people, goods, and services to continuing land development needs, we are striving to construct solutions for many of the challenges to Ohio's local infrastructure.

### **DETAILS ABOUT THE EXECUTIVE DIRECTOR POSITION**

The Executive Director is appointed by and reports to the CEAO Board of Directors. The Executive Director coordinates and carries out all necessary administrative and management activities relating to CEAO.

CEAO's Articles of Incorporation and By-Laws provide that the Executive Director is an ex-official member of the CEAO Board and Executive Committee. The Executive Director has responsibility for all operational aspects of CEAO. These include budget preparation and administration, financial management, appointment and management of all association personnel, and execution of decisions and policies of the CEAO Board.

Today, CEAO has a budget of \$1.3mil and a staff of four highly engaged individuals. In addition, CEAO manages more than \$62 million in specific programmatic grant funding which is distributed annually to the 88 counties in Ohio. The Executive Director also manages the CEAO Political Action Committee (PAC).

The Executive Director for CEAO will be responsible to work in the CEAO office located at 1103 Schrock Road, Suite 202, Columbus, Ohio 43229, when not traveling for CEAO business. The position requires approximately 25% travel (including long distance and over night travel).

### **EXAMPLES OF IMPORTANT FUNCTIONS:**

- Ensures the Board of Directors and the Executive Committee are kept fully informed on the conditions and operations of CEAO.
- Via the use of the strategic planning and “CEAO Strategic Goals & Work Plans”, plans, formulates, and recommends policies and programs which will further CEAO objectives.
- Executes all decisions of the Board and Executive Committee.
- Develops, for the purpose of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Board.
- Establishes a sound organizational structure.
- Directs and coordinates all approved programs, projects, and major activities of staff.
- Recruits, hires, trains, motivates, promotes, and terminates all CEAO personnel.
- Executes contracts and commitments as may be authorized by the Board or established policy.
- Promotes interest and active participation by the membership in CEAO’s activities and reports activities of the Board and Executive Committee through the communications media of CEAO.
- Maintains effective relationships with other organizations, both public and private, and sees that the position of CEAO and its members is enhanced in accordance with the policies and objectives of the association.
- Conducts research and related projects, prepares reports, and publishes the results on subjects deemed of importance to the membership.
- Develops an education program to advance the skills of the membership, operating within the established budget and program objectives.
- Maintains official minutes of all meetings of the association.
- Provides security for all files, legal and historical documents, and membership data.
- In concert and coordination with the CEAO Legislative Consultant serves as representative of association at the state legislature to support desirable legislation and oppose the enactment of undesirable legislation.
- Carries out other general responsibilities as may be delegated by the officers and the Board.
- Serves as a trustee on self-insurance and other programs that provide services to members.

### **DEMONSTRATED ABILITY TO:**

- Plan, organize, coordinate, and direct administrative and fiscal association management activities.
- Organize and direct a program of public relations.
- Interpret and apply laws and regulations to county government.
- Establish and maintain cooperative relationships with county officials, employees, representatives of other agencies, and the public.
- Communicate effectively, both orally and in writing.

- Lead, motivate, manage, coordinate, supervise, and evaluate the work of others.
- Build teams, develop goals, and follow through on projects.

## EDUCATION

Bachelor's degree from an accredited college or university.

## EXPERIENCE

7-10 years of progressively responsible administrative and management experience required. Management of direct reports required. Experience working in a leadership role within a government or non-profit environment preferred. Experience working with a board preferred.

## COMPENSATION

The starting salary for the new CEO Executive Director is competitive and negotiable in consideration of experience. Other benefits included in the compensation package are an excellent health & dental insurance plan along with generous time off benefits.

## HOW TO APPLY AND SUBMIT QUESTIONS

The CEO Board of Directors invites qualified candidates to submit a complete candidate packet to include: a confidential cover letter, professional resume with descriptions of past work experience to 821 Consulting LLC. The deadline for submission of the candidate packet is close of business on **August 30, 2024**.

The candidate packet must be submitted in a *consolidated PDF format* to Valarie Nash from 821 Consulting LLC at [HRDepartment@CEAO.org](mailto:HRDepartment@CEAO.org) Please include Executive Director in the email subject line. Questions about this opportunity may also be submitted to this email address. Candidate packets submitted to any person or email account other than this may not be considered.

On behalf of the Board of Directors, Board Chair, Patrick T. Ginnetti, P.E., P.S. will receive questions about this opportunity from interested and qualified candidates only at [pginnetti@mahoningcountyoh.gov](mailto:pginnetti@mahoningcountyoh.gov) *Please note this email is not to be used for submission of the candidate packet for application purposes.*

*CEAO is an Equal Employment Opportunity Employer. CEAO does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.*



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