

**The Redevelopment Authority of the County of Westmoreland (RACW) and its affiliate Westmoreland County Land Bank will be accepting resumes from qualified applicants for the position of Executive Director until January 25, 2020.**

**Applicants must meet the following Qualifications:**

**Bachelor's Degree in Business Management or related field of study. Three to five years' experience in a progressive management position including working with a Board of Directors, grant writing, fiscal accountability and reporting, project development, and staff supervision. Candidates should have at least a Bachelors degree, Masters degree preferred. There is no County residency requirement for this position.**

The RACW Executive Director:

- Develops, implements, and evaluates policies, procedures, strategies and goals; maintains, updates, and ensures procedural compliance for programs; develops strategic planning objectives in conjunction with the Board of Directors.
- Sets priorities and establishes the administrative direction; directs long range planning projects and current activities.
- Provides strategic and daily leadership and oversight, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations and/or decisions.
- Oversees operations and personnel including consultants; directs and participates in the preparation of budgets, financial reports, and operational and/or capital improvement budgets; and monitors revenues and expenditures.
- Raise community awareness of the RACW and Land Bank's works and goals for the redevelopment of the County.

#### **KNOWLEDGE, SKILLS & OTHER CHARACTERISTICS**

The principles, concepts, and practices of management of a quasi- governmental agency, including budgeting and administration; federal, state, and local laws, regulations; and codes pertinent to redevelopment and blight.

Skills in:

- Organizing, staffing, planning, and management of multi-function organizations; including personnel, financial, and physical resources.
- Understanding the structure and requirements of a quasi-governmental organization and comply with all requirements of state and federal agencies for registration, tax filing, etc.

- Communicating effectively, orally and in writing, including making frequent public presentations.
- Working effectively with a Board of Directors and associated committees, etc.
- Establishing and maintaining effective working relationships with federal, state, and local officials.
- Strategic planning and organizational development in conjunction with a Board of Directors. Developing policies and procedures; making recommendations to a Board of Directors.
- Grant research, writing, and implementation; and identifying alternate funding opportunities and methods. Negotiating contracts and dispute resolution.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance. Analyzing problems, resolving disputes and grievances, and implementing effective solutions. Assessing and prioritizing multiple tasks, projects and demands. Researching, preparing, reviewing and presenting management reports.
- Establish and maintain effective working relationships with co-workers and the public.

To apply please submit the following:

- 1) Current resume
- 2) A cover containing specific salary requirements
- 3) Three personal and three business references
- 4) Availability

Cover letter should be address to the Redevelopment Authority of the County of Westmoreland (RACW). The applicant packet should be mailed to:

Bononi & Company  
 Attorneys at Law  
 20 N Pennsylvania Avenue, Suite 201  
 Greensburg, PA 15601

*The focus of the Redevelopment Authority of the County of Westmoreland (RACW) is on reenergizing the county's core communities and enticing new business, residential, and recreational opportunities. By working closely with community leaders and volunteers, the RACW assists in community revitalization efforts and implements a multitude of programs that are designed and intended to remove blight and improve conditions for low-to-moderate income residents throughout Westmoreland County. Also, the RACW partners with local government and non-profit entities to implement impact projects in the county.*

*The Westmoreland County Land Bank acquires, holds and transfers interest in real property throughout Westmoreland County as approved by the Board of Directors for the following purposes: to deter the spread of blight; to promote redevelopment and reuse of vacant, abandoned, and tax-delinquent properties; to support targeted efforts to stabilize neighborhoods; to stimulate residential, commercial and industrial development; all in ways that are consistent with goals and priorities established by [Ordinance](#), local government partners and other community stakeholders.*