**Pioneer Valley Planning Commission (PVPC)**

PVPC Position Advertisement (for web postings)

EXECUTIVE DIRECTOR

Pioneer Valley Planning Commission (PVPC)

The PVPC is currently seeking applications for the position of Executive Director. The PVPC is the legally designated regional planning agency for a diverse and scenic region encompassing 43 cities and towns, nearly 1200 square miles of land area and over 630,000 residents. The Pioneer Valley region is located in midwestern Massachusetts approximately 100 miles west of Boston. The PVPC provides a wide array of planning programs and services which include: transportation, land use, community development, environmental quality, historic preservation, economic development, clean energy, data compilation/analysis and municipal shared services, among others. In addition, local technical assistance is available to PVPC’s 43 member communities.

The Executive Director is responsible for the overall development, direction, management, coordination and implementation of all Commission policies, programs and services. Moreover, the Executive Director has lead responsibility for the development of new programs and projects that are deemed necessary to the future of the agency, the planning region, its member communities and the public at large. Candidates must be capable of helping to maintain the PVPC’s reputation as a regional leader as well as skillfully navigating internal and external change.

The Executive Director serves a governing board which is comprised of representatives of the PVPC’s 43 member communities and is directly accountable to a 9-member Executive Committee that includes the Commission’s 5 officers along with 4 at-large members who are all elected on a yearly basis. The Executive Director manages a staff of nearly 50 talented individuals and an annual agency budget of approximately $7.2 million. Candidates seeking to fill this important post must be innovative, self-motivated and visionary and fully capable of leading a respected public agency with a broad and ambitious work agenda. The ideal candidate will possess high level interpersonal and communication skills and be committed to collaborative decision making and relying on a team-based approach to fulfill the organization’s core mission. Position candidates must have at least 15 years of increasingly responsible supervisory and management experience in the public and/or private sectors. Relevant public sector experience at the local and/or regional level is especially important.

Candidates for this position should possess a demonstrated working knowledge of community/regional planning, economic development, agency management, finance, personnel administration and intergovernmental relations. Position requires, at minimum, a Bachelor’s degree from an accredited college or university in planning, public administration or another appropriate discipline with 15 years’ experience and a Master’s degree strongly preferred. Starting salary will be commensurate with qualifications and experience with the normal starting salary anticipated in the $145,000 to $160,000 range. The PVPC is an EEO/AA employer. Starting date for this position is negotiable but anticipated in the fall of 2019. Application reviews will begin by March of 2019 and will continue until the position is filled. All applicants are strongly encouraged to submit their cover letter, resume and writing sample on or before the March 8, 2019 target date.

For more information about this PVPC position and the application process, please go to [www.pvpc.org/EDSearch](http://www.pvpc.org/EDSearch) to gain access to:

* Application Process and Instructions
* Executive Director Job Description
* Executive Director Position Profile
* PVPC Agency Organizational Chart

Questions regarding the position should be directed to Indrani K. Gallagher, Executive Assistant /Office Manager at the PVPC at [igallagher@pvpc.org](mailto:igallagher@pvpc.org) or 413-781-6045.