

The Ventura Council of Governments invites you to apply for

# EXECUTIVE DIRECTOR



The **Ventura Council of Governments (VCOG)** Council of Directors seeks a qualified individual to serve as its Executive Director. The VCOG Executive Director will be responsible for the administration and day-to-day operations of VCOG and will serve as the primary point of contact for its 11 member agencies. The individual will serve as an independent contractor to the Council and is expected to serve in a part-time (hourly) capacity.

If you are passionate about regional planning, skilled in political and strategic leadership, and ready to take on a vital role in shaping the future of Ventura County, we invite you to apply.

Learn more within.



VENTURA COUNCIL  
OF GOVERNMENTS



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—TALENT SOLUTIONS—



# About Ventura County of Governments

The Ventura Council of Governments (VCOG) is a voluntary joint powers authority representing 10 cities within Ventura County, as well as the County itself. VCOG exists to facilitate cooperative subregional and regional planning, coordination, and technical assistance on issues that affect all member communities.

Founded on the belief that Ventura County can achieve more representation without expanding government, VCOG addresses concerns that extend beyond individual jurisdictions, encouraging collaboration across a broad range of interests. VCOG operates efficiently, maximizing existing resources and finding new, cost-effective ways to meet regional needs while minimizing duplication of effort.

VCOG is made up 11 member agencies:



[City of Camarillo](#)



[City of Oxnard](#)



[City of Thousand Oaks](#)



[City of Fillmore](#)



[City of Port Hueneme](#)



[City of Ventura](#)



[City of Moorpark](#)



[City of Santa Paula](#)



[County of Ventura](#)



[City of Ojai](#)



[City of Simi Valley](#)

## VCOG Mission Statement

Work to make Ventura County a unique national model of orderly development and smart growth to promote economic opportunity and environmental sustainability by:

- Promoting cooperation between the municipalities of Ventura County in the discussion of area-wide issues of mutual interest as well as advancing city-county cooperation
- Unifying Ventura County cities and the county to speak with a collective voice on important regional issues
- Seeking solutions to issues of common concern through joint studies and cost-effective, multi-jurisdictional programs
- Supporting members' proposals that further the objectives of the Ventura Council of Governments
- Providing a forum for communication and representation on behalf of the Ventura County cities and the county with other governing bodies and organizations in the county, as well as facilitate the exchange of ideas and information
- Increasing visibility and awareness of Ventura County as an outstanding place to live, work and play





## About the Position — Executive Director

### The Role

The Ventura Council of Governments (VCOG) is seeking a dynamic and experienced professional to serve as its next Executive Director. Reporting directly to the VCOG Board, the Executive Director will play a critical role in guiding the organization's efforts to address regional challenges. The ideal candidate will have a proven track record in policy areas relevant to VCOG's work—such as regional planning, homelessness, and integrated waste management—while collaborating effectively with stakeholders and elected officials in a political environment.

The Executive Director must possess strong leadership and strategic skills, with experience working with local jurisdictions, including cities, special districts, and regional agencies like the Southern California Association of Governments (SCAG). A comprehensive understanding of regional issues impacting Ventura County and the SCAG region, as well as a broad familiarity with state-level agencies and Sacramento's legislative processes, will be highly beneficial.

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### Qualifications

- Minimum of ten years of relevant government management experience.
- Master's Degree in Public Policy, Public Administration, or a related field is preferred.
- Knowledge of regional issues affecting Ventura County and the SCAG region.
- Experience working with local jurisdictions, regional agencies, and elected officials.
- Strategic leadership abilities, with experience driving collaborative initiatives.

### The Ideal Candidate

#### **Strategic Collaborator with Local Expertise**

The Executive Director must be deeply familiar with Ventura County's specific challenges and opportunities, including housing, transportation and climate change. Success in this role requires building on existing local relationships and fostering collaboration across cities, agencies, and stakeholders. Experience working with state and federal agencies to secure funding will be essential. A thorough understanding of regional coordination efforts, particularly in broadband equity and economic development, will help the Executive Director navigate complex regional dynamics.

#### **Skilled Communicator and Advocate**

VCOG's Executive Director must possess exceptional communication skills—both written and verbal. Given the importance of policy advocacy and representation, the candidate must be able to articulate VCOG's priorities clearly and persuasively to elected officials, regional bodies like SCAG and Sacramento-based legislative processes. Whether facilitating Board meetings or engaging diverse stakeholders, the Executive Director must act as a bridge between various viewpoints, ensuring transparency and alignment on key initiatives like disaster preparedness and broadband adoption.

#### **Organized and Forward-Thinking Leader**

Organizational excellence and “stay-on-top-of-it-ness” are crucial traits for success. The Executive Director must be detail-oriented, with a strong ability to manage VCOG's growing budget and scope of work. This includes overseeing administrative tasks like budget preparation, grant applications and compliance. The ideal candidate will also be forward-thinking, leveraging opportunities for regional coordination, particularly in transportation infrastructure and housing availability, while anticipating future challenges.



## Key Responsibilities

- **Board Support:** Serve as staff to the VCOG Board, facilitating the development and implementation of the annual program of priorities. Prepare agendas for bi-monthly VCOG Board meetings, organize and coordinate the annual General Assembly event, and ensure meeting minutes and Board directives are followed.
- **Policy & Planning Liaison:** Ensure Ventura County's interests are well-represented in SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Regional Housing Needs Allocation (RHNA). Act as VCOG's principal liaison to SCAG and represent the region in relevant meetings and discussions.
- **Advocacy & Representation:** Advocate for VCOG's priorities at federal, state, and regional levels, acting as the principal liaison to external agencies and stakeholders. Engage with state legislators and relevant bodies to further the organization's agenda.
- **Committee Management:** Coordinate and provide guidance to the VCOG Administrative Committee, Legislative Committee, and any other standing or ad hoc committees that may be formed. Collaborate with City Manager and Planning Director groups to develop and propose VCOG programs for Board approval.
- **Administrative & Fiscal Management:** Oversee administrative functions including preparing annual budgets, maintaining organizational files, coordinating conflict of interest filings, processing accounts payables and receivables, and ensuring completion of the annual audit.

[See the full job description here.](#)

## Compensation, Contract and Term

The selected Executive Director will serve as an independent contractor for VCOG, with the contract terms to be determined by mutual agreement. Compensation will be based on an hourly rate agreed upon by the VCOG Council as part of the contractual appointment. The total compensation for the role will range up to \$45,000 annually, with reimbursement provided for approved mileage and travel expenses.







## How To Apply

To be considered for this opportunity, please submit a cover letter and resume, expected hourly rate, and a minimum of three references to Hugh Riley, VCOG Executive Director, either by mail or email, to P.O. Box 157, Moorpark, CA 93020, or [ridgeriley@msn.com](mailto:ridgeriley@msn.com). Cover letter should include the applicant's personal vision and understanding of VCOG as well as relevant leadership and experience they will bring to the position.

Responses to this opportunity are due no later than **November 22, 2024.**

Applicants will be screened and those deemed best qualified will be invited for an oral interview, expected to be conducted in January or February, 2025. The VCOG Council is expected to appoint the selected candidate by March, 2025. The VCOG Council reserves the right to reject any and all applicants and appoint the candidate that in its sole discretion best meets the needs of VCOG.

For additional information on VCOG, go to [www.venturacog.org](http://www.venturacog.org) or contact Hugh Riley, VCOG Executive Director, either by mail or email, to P.O. Box 157, Moorpark, CA 93020, or [ridgeriley@msn.com](mailto:ridgeriley@msn.com).



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