



Deep East Texas Council of Governments & Economic Development District

1405 Kurth Drive, Lufkin, Texas 75904
(936) 634-2247 Fax: (936) 639-2700

September 28, 2026

Employment Posting Notice: Executive Director

To Interested Individuals,

The Deep East Texas Council of Governments and Economic Development District (DETCOG) is seeking a candidate to fill the position of Executive Director in early 2027.

The Executive Director is the chief administrative officer of the regional council, responsible for the organizational leadership of approximately 60 employees and a \$28 million annual budget. The Executive Director reports to DETCOG's 54-member governing board and five-member Executive Committee.

DETCOG serves approximately 90 local governments and authorities plus the sovereign Alabama-Coushatta Tribe of Texas, all located in the 11-county region encompassing Angelina, Houston, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties. The Executive Director must have the ability to work effectively with local government officials and volunteer boards as well as federal, state and local funding agencies.

To be considered for this appointment, interested persons must submit a detailed resume along with a letter expressing your interest in serving as the Executive Director of DETCOG, what you can offer its members, and your vision for the future.

Any person interested in this appointment should submit the above information under the heading of "DETCOG Executive Director Search" to Jim Lovell, DETCOG President, by mail or email:

Mailing Address:

Jim Lovell, DETCOG President
1405 Kurth Drive
Lufkin, Texas 75904

Email Address:

JLovell@co.houston.tx.us

The job description is attached, and is also available online at www.detcog.gov/jobs. The job description may also be obtained in person at the DETCOG office at 1405 Kurth Drive in Lufkin, Texas.

To be considered for this position, your information must be received no later than 4:00 pm on Friday, October 30, 2026.

DETCOG is an Equal Opportunity Employer.

DEEP EAST TEXAS COUNCIL OF GOVERNMENTS POSITION DESCRIPTION

TITLE: Executive Director

SALARY: Negotiable, Commensurate with Qualifications and Experience

FLSA: Exempt

SUMMARY OF POSITION

The Executive Director is the chief administrative officer of the regional council, performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization. Duties include advising on policy matters; administering policies established by the governing body; developing and administering procedures; and coordinating and directing all programs, financing, representing the organization with intergovernmental relationships at the local, regional, state and national levels.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: The DETCOG Board of Directors.
2. Supervision: Directs the staff, consultants and contractual responsibilities of the organization in accordance with policies and directives of the Board of Directors.
3. Other: Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups, and the media.

EXAMPLES OF WORK

1. Provides information to the Board of Directors to enable the Board to make informed decisions on plans, projects, programs, activities and finances of the organization;
2. Encourages and takes positive steps to assure participation in regional council activities by the membership;
3. Recommends and implements approved plans of operation in accordance with statutory mandates and the Board of Directors authorizations;
4. Prepares materials for and assists with meetings of the membership and the Board of Directors;
5. Prepares and/or presents proposed annual budget to the Budget Committee for review, recommendation, and submission to the Board of Directors for approval;
6. Develops plans for the financial and program aspects of the regional council, as well as for the professional and educational development of the staff;

**ECECUTIVE DIRECTOR
JOB DESCRIPTION
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7. Supervises programs and administrative functions of the regional council and provides general leadership and direction;
8. Monitors state and federal programs and financial assistance activities to keep the regional council abreast of current problems and opportunities in the area;
9. Signs checks as the responsible signatory authority;
10. Directs the review process of grant applications submitted to the regional council for review and comment;
11. Makes oral and/or written presentations to the regional council's governing body;
12. Represents the regional council in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public;
13. Attends seminars and workshops as needed and approved;
14. Represents the regional council at the local, state, and national level as needed; and
15. Employs, evaluates, and may remove all other DETCOG employees in accordance with the organization's personnel management policies;
16. Make recommendations to the Board of Directors regarding professional consultants to be employed by DETCOG;
17. May review and edit publications; and
18. Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of:* public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; and budgeting and multi-funded financing procedures and operations. Excellent working knowledge of and ability to apply general management principles to an organization with multiple and diverse technical programs, complex governmental issues and laws.
- Skill/Ability to:* establish and maintain effective working relationships with officials in local, state, and federal government, and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; recruit, select, develop, organize, motivate, and effectively lead a highly qualified diverse professional and support staff; demonstrate proficiency in both oral and written communication, and work independently and creatively.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis, and research, plus at least four years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

or bachelor's degree in business or public administration, social science, regional planning, or a related field with significant emphasis on planning, quantitative analysis, and research plus at least six years of experience in public administration, including managerial, supervisory, planning, and intergovernmental relations experience;

or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Must be bondable.