TITLE: Director of Water Resource Protection Programs

LOCATION: New England Interstate Water Pollution Control Commission (NEIWPCC), Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

SALARY: Grade & Step dependent on experience and qualifications.

ADDITIONAL INFORMATION: Benefits provided, but not included in salary range: vacation, personal and sick leave, health, dental, disability and life insurance, retirement plan. This position requires the incumbent to work five days a week, 7 ½ hours per day, except for approved compensatory time.

BACKGROUND INFORMATION: The New England Interstate Water Pollution Control Commission serves as a forum for interstate communication and coordination on water-related pollution control efforts among all the New England states and New York State.

SUPERVISORY CONTROLS: Incumbent operates with substantial independence of action and delegation of professional decisions within his/her area of activity. Exercise direct supervision over, assign work to and reviews the performance of Environmental Analysts and oversees the work of other professional/technical staff. Consult with Deputy Director and Executive Director on certain matters of policy. Job performance is evaluated by the Deputy Director.

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-10 professional personnel: and indirect supervision (i.e., through an intermediate level supervisor) over 6-30 professional and/or technical personnel.

JOB SUMMARY: Supervise project officers and individually serve as project manager for various program issues and grants, and develop information on which Commission policy decisions are based. As project manager, prepare individual project/program element work plans and budgets, approves payments under those projects and pursues potential new sources of funding for projects. Prepare grant applications for new projects, contracts and final project reports. Oversee project officers for water resource protection division.

Activities are generally related to water resources, but can cover a wide range of environmental issues, according to program needs and the incumbent’s areas of expertise. The incumbent acts as technical adviser for the Commission, state agency staff, and public on those program issues; serves as staff support, clearinghouse for information, and meeting chair for state agency staff workgroups for those issues. The incumbent represents the Commission concerning those issues through public presentations, testimony and participation in meetings and on various committees.

Activities consist of oversight of Commission programs to include: quality assurance, water supply (drinking water, groundwater and source water), non-point source pollution, stormwater, research and climate change and various watershed projects to include Lake Champlain Basin Program but can cover
a wide range of environmental issues, according to program needs and the incumbent's area of expertise.

The incumbent: assists the Executive Director and Deputy Director in the general operations of the office in program planning and reporting.; participates in meetings of the Executive Committee, Commission, Groundwater Protection Council (GWPC), Association of State Drinking Water Administrators (ASDWA), Association of Clean Water Administrators (ACWA), New England Water Works Association (NEWWA), Water Environment Federation (WEF), New England Water Environment Association (NEWEA) and Environmental Protection Agency (EPA), where appropriate; and coordinates on inter-media issues with Northeast States for Coordinated Air Use Management (NESCAUM) and Northeast Waste Management Officials’ Association (NEWMOA).

DUTIES AND RESPONSIBILITIES:

As Division Director:

- Assist Deputy Director and other senior staff on a variety of projects to include water resources and watersheds.
- Assists Executive Director and Deputy Director in development of Commission policies and procedures.
- Responds to requests from Executive Director, Deputy Director or other members of Senior Staff for clarification of existing NEIWPCC policies.
- Facilitate quarterly meetings between the state program administrators, EPA leads and EPA compliance and enforcement personnel to discuss management issues, such as implementation, upcoming rules and regulations and other topics identified by the states as having regional significance: tracks both technical and management aspects of priority issues; acts as clearinghouse for information and distributes periodic informational mailings to the workgroups. Develops agenda, arranges for guest speakers when necessary, and chair or co-chair the meetings.
- Oversee coordination and liaison activities relative to technical and policy issues amongst the state water supply, research and climate change programs and EPA. Remain abreast of all current and regulatory and programmatic issues.
- Oversee facilitation of workgroup meetings of appropriate state and federal staff. Incumbent is responsible for tracking both technical and management aspects of priority issues for the workgroup; acts as clearinghouse for information and distributes periodic informational mailings to the workgroup; organize regional topic-specific meetings; and other tasks as assigned. Develops agenda, arranges for guest speakers when necessary, and develops meetings notes for circulation.
- Coordinate and prepare workgroup updates for Commission and Executive Committee meetings. Provide technical assistance to Commission and EPA on program topics.
- Review state comments and coordinate regional comments on policies, regulations, reports, etc., on appropriate issues.
- Coordinate with individual states to implement the various aspects of their programs by providing support on a state, regional or national basis. This includes: meeting and training program coordination, appropriate travel support and other associated activities.
• Provide regional guidance relative to tracking national activities. Update program administrators on legislative initiatives and developments that could affect state programs.
• Oversee and coordinate work activities of project officers under said supervision.
• Write educational materials.
• Coordinate with other NEIWPCC staff and state workgroups on cross program issues, (i.e., drinking water residuals, NPS, storm water, CSOs, water quality standards, instream flow). Provide states with an opportunity to participate in cross-program workshops and groups that deal with source protection activities, (i.e., groundwater, NPS, UST, TMDLs, storm water).
• Prepare articles for NEIWPCC and other newsletters and publications (including but not limited to Interstate Water Report (IWR), and NEIWPCC’s Annual Report) and provide materials for the same.
• Identify activities in other programs that have implications to the water resource program through alliance with Association of Clean Water Administration (ACWA), such as interfacing with state CWA SRF program staff, source water and ground water protection activities, etc.
• Assist Deputy Director in developing the annual plans and budgets. Develop proposals, prepare budgets and grant applications, amendments and reports. Track specific budget elements and work plans; prepare special status reports. Prepare, negotiate and administer contracts and MOAs.
• Attend seminars and meetings pertinent to the advancement of the water supply, groundwater, source water, non-point source, and climate change industry. Communicate information gained at such events to workgroups, EPA and state program administrators.
• Assist Office Manager and Deputy Director in preparation of quarterly progress reports to EPA.
• Organize short courses, seminars and technical forums, etc., as necessary, including hotel arrangements, agenda development, speaker invitations, registration forms and mailings to attendees, registration.
• Review and comment on policies, regulations, reports, etc., as requested.
• Review draft and final reports.
• Process and approve vouchers (invoices) for payment.
• Provide materials for preparation of the NEIWPCC Annual Report.
• Answer miscellaneous inquiries from state and federal agencies, consultants and general public about water supply, underground storage tank, pharmaceuticals and emerging contaminates, research and climate change issues, technical publications and NEI programs.
• Prepare policy position papers, as needed.
• Answer miscellaneous inquiries from state and federal agencies, consultants, and general public about water quality issues, technical publications, and NEI programs.
• Other duties as assigned.

As Project Officer for the Lake Champlain Basin Program:
• Prepare annual funding agreement work plans and budgets for multiple LCBP funding sources (EPA, National Parks Service, and Great Lakes Fishery Commission).
• Represent NEIWPCC at LCBP Steering Committee and Executive Committee meetings.
• Work with the LCBP Program Director in Grand Isle to oversee NEIWPCC staff working the Basin Program.
• Provide supervisory oversight to the LCBP Program Director, including annual performance evaluations.
• Modify existing LCBP Standard Operating Procedures as necessary to keep in line with NEIWPCC policies.
• Review requests and work plans for all LCBP sub-contracts; approve invoices, and track expenditures and deliverable completion under existing sub-contracts.
• Review and summarize all expenditures under all LCBP grants and funding sources on a quarterly basis.
• Discuss progress on ongoing workplan tasks with the LCBP Program Director on at least a quarterly basis.
• Develop technical trainings for states and watershed organizations.
• Oversee Quality Assurance Program with review of Quality Assurance Project Plans as needed.
• Prepare policy position papers, as needed, in association with other NEIWPCC staff.
• Assist Office Manager and Deputy Director in preparation of quarterly progress reports to EPA.
• Review and comment on policies, regulations, reports, etc., as requested.

As project officer for or assistant on other grants:
• Develop proposals, prepare budgets, grant amendments, and reports.
• Prepare and track contracts with consultants.
• Review draft and final reports.
• Processes/approves vouchers (invoices) for payment.
• Tracks specific budget elements and work plans, special status reports.
• Negotiates contracts and MOAs, and oversees implementation.
• Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of the Commission's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively with state and federal contacts at both staff and top management levels, and with varied professional backgrounds. The ability to organize workload, and perform tasks in an accurate, conclusive and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education
A Master’s Degree in environmental studies, public policy, natural science, public health, earth science, biology, chemistry or related field preferred.

Experience
Applicants must have at least (A) eight years of full-time, or equivalent part-time, technical or professional experience, of which (B) at least six years must have been in a professional capacity and, of which (C) at least four years must have been in a supervisory, managerial or administrative capacity or, (D) any equivalent combination of the required experience and the following substitutions.
Substitutions

I. An Associate’s Degree with a major in any of the required fields listed above may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor’s Degree with a major in any of the required fields listed above may be substituted for a maximum of two years of the required (A) experience.*

III. A Graduate Degree with a major in one of the required fields listed above may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience.*

* Education toward such a degree will be prorated on the basis of proration of the requirements actually completed.

NOTE: Education substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Special Knowledge and Skills
Proven supervisory track record
Ability to work effectively with scientists, planners and engineers, and establish professional credibility
Ability to work independently, and as part of a team
Knowledge and understanding of federal and state environmental laws and regulations
Knowledge of water supply, wastewater treatment process, and climate change processes
Ability to provide training to non-professional students
Knowledge of computer operations and applications
Experience in budget preparation, grant writing and contract management

Required
Must communicate effectively, both verbally and in writing
National and regional travel required
Valid driver’s license and access to own transportation
Attendance at annual All Staff Meeting