TITLE:  Senior Program Manager  
NEIWPCC - Interstate Environmental Commission (IEC) District  

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

LOCATION:  This position will work full-time in a location in the metropolitan New York City area.  

SALARY:  Grade and Step dependent upon level of experience and qualifications.  

ADDITIONAL INFORMATION:  Benefits provided but not included in salary range: vacation,  
personal and sick leave, health, dental, disability and life insurance, and retirement plan.  This position  
requires the incumbent to work five days a week, 7 1/2 hours per day, except for approved compensatory  
time; with the possibility for some night and weekend work.  

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.  
Connecticut, New York and New Jersey are members of the Interstate Environmental Commission’s  
(IEC) compact.  IEC’s compact was created in 1936 and established IEC as an organization responsible  
for protecting the waters and environment of its jurisdictional area.  

In May 2012, NEIWPCC entered into an agreement with the IEC District to assist their three compact  
members (CT, NY and NJ) in meeting their most pressing water resource, quality, and wastewater  
treatment concerns, both within and across state boundaries, by conducting monitoring, workshops,  
seminars, and the transfer of technology.  NEIWPCC is working with the IEC District in meeting their  
diverse needs by providing fiduciary responsibility, staff and technical assistance, analysis and support for  
a broad array of water resource areas.  

SUPERVISORY CONTROLS:  Incumbent operates with substantial independence of action and  
delegation of professional decisions within his or her area of activity.  Direction provided by the IEC  
District Executive Committee and Commission on programmatic matters and the NEIWPCC supervisor  
on administrative matters (Lowell, MA).  The NEIWPCC supervisor evaluates job performance with  
input and concurrence from IEC Executive Committee and Commission.  

The Senior Program manager will be responsible for the supervision of 5 to 10 NEIWPCC – IEC District  
employees located in the metropolitan New York City area and at the College of Staten Island, New  
York.  

JOB SUMMARY:  Provide overall program coordination, administration and planning in cooperation,  
where appropriate, with the EPA Project Officers, New York, Connecticut and New Jersey Program  
Coordinators, IEC Executive Committee and Commission and NEIWPCC’s Lowell, MA office.  

DUTIES AND RESPONSIBILITIES:  Duties involve administration of a tri-state agreement for  
management of the natural, recreational and historic resources of the IEC District jurisdictional area.  
Extensive interaction may occur with private citizens and with representatives of state and federal  
governments, businesses, universities and environmental and economic development organizations and  
others.  

• Coordinates planning, budgetary and promotional activities of the IEC District.
• Designs and implements a planning process to actively involve the public in developing policies and strategies, when appropriate.
• Facilitates public meetings to maximize public participation and determine public priorities, if necessary.
• Develops and administers the IEC District budget with the IEC Executive Committee and Commission and NEIWPCC’s Lowell, MA office.
• Coordinates federal and state legislative tracking and provides recommendations to federal and state officials.
• Oversees production of reports to publicize findings about water quality, fisheries, and historic, cultural and recreational resources, when appropriate.
• Prepares press releases and serves as spokesperson to the media.
• Serves as IEC District supervisor and staff team leader.
• In cooperation with NEIWPCC’s Lowell office, responsible for overall management of the IEC District office and supervision of the office staff.
• In cooperation with NEIWPCC’s Lowell office, coordinates the preparation of annual work plans and funding proposal for EPA and other funds.
• Provides staff support to IEC District Executive Committee and Commission.
• Secures funding for implementation activities from federal, state, local and private sources.
• In cooperation with NEIWPCC’s Lowell office, administers NEIWPCC cooperative agreements, contracts and amendments of IEC District projects. Oversees compilation and submission of quarterly project reports; reviews quarterly financial reports and tracking of office and project expenses.
• Approves invoices, travel vouchers, and timesheets for payment by NEIWPCC.
• Provides annual report on the fiscal status of the IEC District to the Executive Committee and Commission.
• Oversees newsletter production and promotion of special events.
• Participates in organizing intergovernmental meetings and conferences.
• Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPCC’s and IEC District’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, concise and timely manner is required.

RECOMMENDED QUALIFICATIONS:

Education
A Graduate Degree in public administration or in a field related to natural resources.

License
None required.

Experience
Applicants must have at least (A) six years of full-time, or equivalent part time, technical or professional experience, in public administration, or in a field related to natural resources, of which (B) at least five years must have been in a professional capacity and, of which (C) at least three years must have been in a supervisory, managerial or administrative capacity or, (D) any equivalent combination of the required experience and the following substitutes.
Substitutions:
  I. An Associate’s degree with a major in any of the 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 fields listed above may be substituted for a maximum of two years of the required (A) experience.*  
III. A Graduate degree from a recognized school with a major in one of the 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 the proportion 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**
Knowledge of budget preparation, grants writing and contract management
Knowledge of planning principles and implementation techniques related to water quality protection
Knowledge of the principles and practices of public administration and relations
Knowledge of biological, chemical and physical water quality indicators
Knowledge of land use and water quality relationships
Working knowledge of natural resources management
Knowledge of public involvement and public participation theory and techniques
Ability to draft proposals, legislation, press releases, budgets, contracts, cooperative agreements and a variety of reports
Ability to work both independently and as part of a team
Ability to mediate disparate opinions and negotiate acceptable solutions
Ability to exercise considerable tact and diplomacy
Ability to establish and maintain effective working relationships with diverse groups
Must communicate effectively, both orally and in writing
Effective leadership and business management skills

**The following knowledge and skills would be helpful, although not a necessary requirement to qualify:**
Knowledge of the legislation and programs related to IEC District resource management
Knowledge of the organization of state government
Knowledge and understanding of federal environmental laws and regulations
Ability to identify policy needs and coordinate policy development teams
Ability to facilitate large group meetings

**Environmental Factors:**
Duties are performed largely in an office setting, but with need for travel to adjoining states for which private means of transportation must be available. Evening and weekend duty may be necessary. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques.