

**TITLE: NEIWPC - Program Director
Narragansett Bay Estuary Program (NBEP)**

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

LOCATION: Rhode Island Department of Environmental Management (RI DEM), 235 Promenade Street,
Providence, RI 02908.

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

BACKGROUND INFORMATION: Serves as the Program Director of the Narragansett Bay Estuary Program. The Narragansett Bay Estuary Program (NBEP) is one of the U.S. Environmental Protection Agency's (EPA) 28 national estuary programs established pursuant to Section 320 of the federal Clean Water Act. Created in 1987, the program has worked to protect and restore Narragansett Bay and its bi-state watershed, which is shared by Rhode Island and Massachusetts. NBEP is guided by its Comprehensive Conservation Management Plan (CCMP), which was last updated in 2012.

The New England Interstate Water Pollution Control Commission serves as financial administrator and one of the program advisors to the NBEP. The Program Director is a NEIWPC employee as are all NBEP staff. NEIWPC, the NBEP's host entity, 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.

In addition to the host organization, NBEP is overseen and directed by a bi-state Steering Committee, which offers collaborative guidance through consensus-building and oversight of NBEP's commitments as one of 28 national estuary programs. The Steering Committee accomplishes its work with input and assistance from an Executive Committee and a Science Advisory Committee.

JOB SUMMARY: The Program Director of the NBEP oversees and manages operations at NBEP's Providence office, including short and long-term planning. S/he will provide overall program leadership, coordination, administration, and planning in cooperation with the EPA Project Officer, NBEP Steering Committee, NBEP Executive Committee, NBEP Science Advisory Committee, associated NBEP subcommittees, and NEIWPC's Lowell, MA staff.

DUTIES AND RESPONSIBILITIES: As the program director of a federal program designed to protect and preserve Narragansett Bay and its bi-state watershed, the successful Program Director will inspire and enjoy the conservation and restoration of natural resources through partnerships that promote the use of sound science to support Narragansett Bay management, enhance water quality, and promote community involvement and stewardship. The Program Director will interact with the public and with representatives of federal, state, and local governments, watershed groups, and environmental organizations, universities, and other partners. The NBEP Program Director will be the lead for developing and implementing initiatives and partnerships that support the ongoing renewal and implementation of the Comprehensive Conservation and Management Plan (CCMP)—the dynamic guiding document for the NBEP—including serving as a facilitator for addressing key environmental issues and for leading initiatives related to water quality/stormwater mitigation, habitat protection and restoration, local capacity building, and the widely interwoven impact of climate change, as well as providing annual reporting measures to the U.S. EPA.

The Program Director will also be responsible for developing new funding sources from public and private sectors, all the while maintaining existing sources and meeting requirements stated in the various grants (including EPA Cooperative Agreements) awarded to NEIWPCC on behalf of NBEP. The Program Director will also coordinate and implement a communications strategy for advancing NBEP's mission. Activities may require consultation with NEIWPCC's Lowell office.

Program Leadership

- Provide vision and strategic direction and leadership to the NBEP program and staff in the implementation of the CCMP and other program activities. As part of supervision, track and manage staff activities to ensure annual workplan commitments are met. Consultation with NEIWPCC's Lowell office is integral to the success of this task.
- Ensure NBEP's structure and activities reflect the bi-state nature of the watershed and help all portions of the watershed to employ partners that seek cooperative solutions through political and environmental leaders who recognize the natural world as overlaid by society's defining borders.
- Promote a holistic approach to protection of the Narragansett Bay watershed, recognizing its environmental, economic, and social/cultural significance, and bringing together various constituencies to work together effectively towards common goals and a shared vision and mission.
- Support NBEP Steering Committee, Executive Committee, Science Advisory Committee, and associated subcommittees in the implementation of the program.
- Work collaboratively with NEIWPCC's Lowell staff and NBEP Steering, Executive, and Science Advisory Committees on development of annual Clean Water Act Section 320 workplan and budget (including match documentation) for review and approval by NBEP Executive Committee and Steering Committee.
- Attend national and regional meetings organized by EPA and participate, as appropriate, in additional meetings and conferences that support the mission of the NBEP.

Facilitate Sound Science to Protect and Restore Clean Water and Coastal and Riparian Habitat

- Play a strong role in synthesis of scientific information concerning bay and watershed water quality change and related indicators, including development, dissemination, and updating of a periodic Status and Trends Report.
- Work with partners to identify information needs; to acquire, interpret, and disseminate data to support informed, science-based decision-making; and to keep the public and policymakers informed about bay and watershed conditions and issues.

Develop, Strengthen, and Maintain Effective Partnerships

- Stimulate discussion on bay and watershed issues and enhance knowledge and skills to address them through technical transfer, capacity building, and development and strengthening of partnerships.
- Provide support and technical assistance to the NBEP partners, various agencies, and regional staff working toward implementation of the CCMP Action Plan priorities, including support of the development of innovative management approaches and creative technologies and solutions on CCMP priority issues; participation in organizing meetings and conferences; and taking a lead role to promote human and environmental health when appropriate and possible.

Program Management

- In cooperation with NEIWPCC's Lowell office, coordinate NEIWPCC cooperative agreements, contracts, subawards, and amendments of NBEP projects, including development and oversight of quarterly project reports, submitted by NEIWPCC on behalf of NBEP. Review quarterly financial reports prepared by NEIWPCC's Lowell office. Approves invoices, travel vouchers, and timesheets for review and payment by NEIWPCC.
- Prepare and submit materials and documentation required to demonstrate program effectiveness as part of EPA's periodic program evaluation process. Facilitate site visit and other program evaluation activities. Coordinate with EPA Region 1 staff and NEIWPCC's Lowell office as needed.
- Oversee production of reports and publications including: technical reports and white papers, outreach materials, press releases, and other materials. Coordinate timely updates of NBEP's website, serve as spokesperson to the media, and oversee promotion of special events. Coordinate with and receives approval from NEIWPCC as appropriate.
- With the approval of NBEP's Steering Committee, work with assistance, support, and guidance of NEIWPCC Lowell office staff to seek, apply for, and subsequently manage additional grants and other sources of funding to support programs that carry out the priority CCMP Action Plans.

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the NBEP Program Director to have a thorough understanding of NEIWPCC's and NBEP's programs, organization, and policies, to exercise initiative and resourcefulness in complicated situations, and to be able to work effectively and diplomatically with local, 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.

Executive Competencies

NEIWPCC is a work environment in which the following are valued highly:

- Accomplished written and verbal communicators who can inspire confidence and communicate effectively and professionally with diverse partners
- Sound judgment and resourcefulness in developing people, processes, and systems
- Skill and empathy in interpersonal and group relations that promotes collaborative, team-orientated efforts

Personal Characteristics

- Enjoys working in a broad team-based and collaborative environment and is deeply invested in the health of the bay and its watershed
- Operates with an accessible, visible, and flexible style that inspires trust and confidence in staff and in executive management. Easily able to partner with and influence/inform others
- Comfortable in group settings and welcomes collaboration, with the ability to facilitate large group meetings and to mediate disparate opinions and negotiate acceptable solutions
- Naturally prone to action with a focus toward continuous improvement and ability to bring work to completion; welcomes responsibility and remains accountable for results
- Diplomatic and welcoming in approach to others, exercising considerable tact and diplomacy
- Able to manage change and articulate the "value case" for it by bringing perspectives and ideas to the table while remaining open to perspectives and ideas from others. Open to and enjoys lively debates

- A strong, attuned management style that can capably lead while nurturing others and encouraging them to learn and grow
- Capable of fostering trust, with staff, science community, government agencies, and the public at large

RECOMMENDED QUALIFICATIONS:

Education

A master's degree in environmental science or policy, public administration, or in a field related to natural resources.

Experience

Applicants must have at least (A) fifteen 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 twelve years must have been in a professional capacity and, of which (C) at least ten 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.

Preferred Knowledge and Skills

Knowledge of/experience in:

aquatic, estuarine, or marine science or policy, or coastal zone management; non-point source pollution, estuarine monitoring, habitat assessment, and other factors affecting water quality in estuaries; planning principles and implementation techniques related to water quality protection; the principles and practices of public administration and relations; biological, chemical, and physical water quality indicators; habitat restoration activities; land use and water quality relationships; natural resources management

Proven experience in managing and building a team and bringing work of the team to completion on time and within budget

Success in marketing environmental or natural resource management programs and in securing funding from private and public sources

Demonstrated effective leadership and business management skills

Knowledge of public involvement and public participation theory and techniques

Ability to draft workplans, budgets, grant proposals, press releases, website content, and a variety of reports

Ability to establish and maintain effective working relationships with diverse groups and to build partnerships among local government, agency, and the private sector on projects to support the CCMP, identifying common goals and solutions for complex and long-term issues

The following knowledge and skills would be helpful, although not a necessary requirement to qualify:

Knowledge of the legislation and programs related to NBEP resource management

Knowledge of the organization of state government (RI and MA) and knowledge and understanding of federal environmental laws and regulations

Ability to identify policy needs and coordinate policy development teams

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.

Requirements

A valid driver's license and access to own transportation required. Attendance in the Lowell office for a one-day orientation during the first two weeks of employment and attendance at the annual NEIWPC All Staff Meeting is mandatory.

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 successful candidate to work five days a week, 7 ½ hours a day, except for approved compensatory time; with the possible need for some night and weekend work.

SUPERVISORY PARAMETERS: The Program Director operates with substantial independence of action and delegation of professional decisions within his or her area of activity. Oversight and guidance will be provided by NEIWPC, NBEP Executive Committee, Steering Committee, and Science Advisory Committee. The NEIWPC supervisor evaluates job performance with input from the NBEP Steering Committee Chair, as appropriate.

The Program Director will have primary supervision for 2 - 4 NBEP NEIWPC employees with additional employees or interns retained as needed; the office is located in Providence, Rhode Island. Supervisory responsibilities include, but are not limited to, planning and assigning work according to the nature of the job to be accomplished and the capabilities of subordinates and available resources, mentoring and motivating subordinates to work effectively, identifying strengths and challenges, identifying and guiding areas for growth and determining subordinates' training needs and providing or arranging for such training, overseeing and directing staff work through periodic reviews and/or evaluations including conducting performance evaluations, approving leave, providing support as needed, and if necessary determining the need for possible disciplinary action and then coordinating with the Lowell office. These activities will be undertaken in conjunction with NEIWPC Lowell, MA staff.