

# INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

## Requirements and Qualifications for Executive Director Position

### 1. Education and Experience:

A) A graduate degree with a minimum of ten (10) years' experience in the management of water or related resource programs,

or

A doctoral degree with five (5) years of above experience

or

A bachelor's degree with 15 years of above experience with a minimum of five (5) years at the supervisory level.

B) Candidates must demonstrate strong leadership and managerial skills gained through increasingly responsible performance in past work experiences that are needed to lead and manage a small, professional and technically-based organization.

2. Language Skills: High levels of written and oral skills in the English language are essential. The incumbent is expected to independently use peer reviewed professional literature and technical reports prepared by agencies and organization to assist in the accomplishment of project goals. The incumbent is expected to direct and approve written reports of projects, including methods, results, and conclusions, and to present oral reports of the same within and the outside the Commission.

3. Other Skills and Abilities: Highly developed, professional levels of reasoning ability and conduct are required. The incumbent must be able to work with persons of divergent views, and to solve problems involving both defined and abstract concepts in areas where only limited standardization exists. The incumbent must be able to correctly interpret a variety of technical instructions in written and oral form, and draw valid conclusions from results. The incumbent must have demonstrated experience in or the ability to manage and supervise personnel having a wide range of computer capabilities, including but not limited to: network operations, mathematical modeling, word processing, graphics, spreadsheets, databases, and statistical analysis in various computer programming languages.

4. Professional Registration: Registration as a professional engineer, or the ability to obtain registration, in at least one of the member jurisdictions would be an added benefit for the position.

5. Essential Functions: The following are considered to be essential functions of the Executive Director:

- A) Interact with a wide range of individuals and organizations including congressional staff, federal, state and local agency staff, federal, state and local elected and appointed political leaders and other organizations to carry out the stated and implied duties and responsibilities of the position.
- B) Develop and administer the funding mechanisms needed for conducting a technical program with a professional and technical staff that produces deliverable projects supporting jurisdiction needs.
- C) Understand federal and state legislative processes, budget processes, and generally accepted accounting principles to enable the Commission to meet federal and state budget and management record keeping requirements and ensure timely submission of reports and funds, and to operate within established budgets and appropriations.
- D) High levels of written and oral skills in the English language are needed in order to communicate the mission and objectives of the Commission and to interact with the various individuals and groups with whom the Commission must function.
- E) Understand and implement affirmative action and equal opportunity programs for hiring and personnel management in accordance with Commission policies and federal and state requirements.
- F) Ensure that the Commission conducts its various actions for procurement in accordance with local, state and federal requirements.
- G) Travel independently throughout basin area, with occasional overnight stays required. Travel occasionally outside of basin on national or international basis.