

OHIO RIVER VALLEY WATER SANITATION COMMISSION

Executive Director Advertisement

The Ohio River Valley Water Sanitation Commission (ORSANCO) is seeking candidates for the position of Executive Director. The Ohio River Valley Water Sanitation Commission (ORSANCO) is a water pollution control agency established in 1948 by the Ohio River Valley Water Sanitation Compact ("Compact") to control and abate pollution in the Ohio River Basin.

The Executive Director oversees ORSANCO's strategic vision and leading decisions to strengthen its role under its compact. Duties include collaborating with member states and federal government, implementing strategic plans for the Commission's development and managing relationships with stakeholders. The position includes, but is not limited to, the following duties:

- Promotes the Commission's mission, goals, values, strategic plan and the Compact in all aspects of his/her work.
- Directs the activities of a 23-person technical and professional staff responsible for the development, coordination, and promotion of policies and standards for water quality in the Ohio River Basin.
- Develops and maintains a strong working relationship with Commissioners through conference calls, personal meetings, and Commission meetings.
- Ensures good internal communication among ORSANCO staff with the goal of ensuring ORSANCO provides a great working environment with a motivated staff team.
- Cultivates working relationships with state and federal legislators, officials of member jurisdictions; community and business leaders; other river basin commissions and relevant professional organizations.
- Provides a strong financial vision for the organization to facilitate the implementation of the Compact.
- Demonstrates the ability to work with the Ohio River Basin Congressional Delegation to ensure ORSANCO's Mission is achieved.
- Gives speeches and presentations on behalf of ORSANCO at various meetings and conferences.

Desired Work Experience and Education

- Progressively responsible experience in the field of water quality management preferred.
- A minimum of 5 years as the top executive or senior level manager in a public sector agency or a private organization or association with the primary focus of natural resources utilization and protection, preferably one involved with water quality or water resources management preferred.
- A minimum of 5 years of public administration, civil or environmental engineering, hydrogeology, or related environmental science experience preferred.
- Minimum of Bachelor's degree in natural sciences, engineering or related field. Master's Degree preferred.
- Experience and ability to manage or administer government affairs, grant writing and fundraising efforts preferred.

Starting Salary Range: \$140,000 - \$160,000, plus full benefits package and hybrid work schedule options.

Submit cover letter and resume emphasizing relevant experience by July 31, 2024 to employment@orsanco.org or mail to ORSANCO, Attn: Human Resources, 5735 Kellogg Avenue, Cincinnati, OH 45230. Visit ORSANCO's website www.orsanco.org for additional information.

ALL RESUMES WILL REMAIN CONFIDENTIAL

OHIO RIVER VALLEY WATER SANITATION COMMISSION

Executive Director Job Description

Overview

The Ohio River Valley Water Sanitation Commission (ORSANCO) is a water pollution control agency established in 1948 by the Ohio River Valley Water Sanitation Compact to control and abate pollution in the Ohio River Basin. The Commission is comprised of eight states: Illinois, Indiana, Kentucky, New York, Ohio, Pennsylvania, Virginia and West Virginia. ORSANCO coordinates activities and facilitates an exchange of information and technology among federal agencies and the water pollution control and natural resources agencies of the member states.

The mission of the Commission is to implement the Ohio River Valley Water Sanitation Compact through direct action and by coordinating the actions of the member states.

The Executive Director is the Chief Executive Officer of the Commission and, as such, is responsible for all staff functions. As an officer of the Commission the Executive Director is responsible for the policy direction and implementation of the Commission's programs and activities.

Desired Executive Director Leadership Characteristics

The Executive Director is in charge of overseeing ORSANCO's strategic vision and leading decisions to strengthen its role under its compact. Duties include collaborating with member states and federal government, implementing strategic plans for the Commission's development and managing relationships with stakeholders.

Approachability: Is easy to approach and talk to; spends the extra effort to put others at ease; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and complete information in time to take appropriate action.

Caring about Direct Reports: Is interested in the well-being of direct reports; knows about their concerns and questions; monitors staff workloads and recognizes extra effort.

Communication: Accurately and concisely conveys information; promotes open dialog; actively listens; clear, informative and articulate writer; able to speak in a clear, informative and articulate manner; effectively presents information in formal and informal settings.

Compassion: Genuinely cares about people and demonstrates concern; is available and ready to help; demonstrates empathy.

Composure: Is cool under pressure; does not become defensive or irritated in difficult or stressful situations; demonstrates maturity; can be counted on to hold things together during tough times; can adequately manage stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Conflict Management: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; able to effectively negotiate agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

Stakeholder Focus: Is dedicated to meeting the expectations and requirements of internal and external stakeholders; gets first-hand information and uses it for improvements; acts in the best interest of stakeholders; establishes and maintains effective relationships with stakeholders and gains trust and respect.

Finances: Provides a strong financial vision for the organization to facilitate the implementation of the Compact.

Decision Quality: Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; makes solutions and suggestions which are correct and accurate when judged over time; others seek the person out for advice and solutions.

Delegation: Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts direct reports and others to finish their own work when possible.

Developing Direct Reports and Others: Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; pushes people to accept developmental moves; assists those who need help and furthers development; is a people builder.

Managing Diversity: Manages everyone equitably; hires variety and diversity; supports equal and fair treatment and opportunity for all.

Ethics and Values: Acts ethically and honestly; demonstrates and rewards values that further the mission of the organization.

Interpersonal Savvy: Relates well to all kinds of people inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse high-tension situations.

Building Effective Teams: Blends people into teams when needed; shares wins and successes; fosters open dialog; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

Duties and Responsibilities

Direct Management Responsibilities

- Manages broad responsibility for administering the Compact-mandated and Commission-directed programs and activities.
- Develops and implements the policies, plans, projects and programs relating to the Commission's role in Ohio River water quality management.
- Uses initiative and judgment in identifying emerging issues not previously considered for possible Commission action.
- Provides focus for a diverse Commission comprising various drivers, backgrounds and opinions.
- Continually work to identify sources and secure funding for the continuation of ORSANCO programs.
- Effectively facilitates meetings of Commissioners, staff and the public.
- Ensures an annual financial audit is conducted and reported to the Commission.
- Prepares for submission by the Commission to the President and Governors of the signatory states a full and complete report of activities for the preceding year.

Vision, Mission & Strategies

- Promotes the Commission's mission, goals and values in all aspects of the position.
- Ensures that the Compact drives plans and activities; ensures that ORSANCO's strategic plan is utilized, evaluated and updated; provides leadership for staff in the implementation of the strategic plan.

Management of Staff, Programs, Operations & Finances

- Directs the activities of a professional and technical staff responsible for the development and coordination of policies, programs and standards for the protection of water quality within the authorized scope of the Commission's authority.
- Performs specific duties required by the Commission's By-laws and Administrative Procedures to include but not limited to:
 - Appointment and removal of employees of the Commission.
 - Negotiation of contracts, leases and other agreements as directed by the Commission.
 - Determine the internal organization structure and associated staff.
 - Assignment of functions and duties to staff.
 - Enforcement of all internal policies and procedures.
 - Enforcement of all policies or resolutions adopted by the Commission.
- Leads staff in the day-to-day management and administration of the Commission's work activities. Ensures there are appropriate systems in place to facilitate the Commission's operations.
 - Provides general oversight of the program plans and activities directed toward the immediate and long-range protection of water quality.
 - Directs investigations, planning and research initiatives.
 - Ensures there are adequate revenues to support the Commission's work activities; deadlines are met; employees meet their individual job qualifications and responsibilities; the Commission's finances are accurately monitored, assessed and managed; ensures an annual budget and associated program plans defining outputs are developed; ensures an annual audit is performed and other necessary work activities are carried out.
- Leads staff by example; demonstrates strong work ethic, a positive attitude and professionalism.
- Makes policy recommendations to Commissioners.
- Recommends new programs and the modification or discontinuation of current programs as appropriate.
- Experience and ability to manage or administer government affairs, grant writing and fundraising efforts on behalf of the Commission.

Communications

- Develops and maintains a strong working relationship with Commissioners.
- Ensures good internal communication among staff.
- Utilizes advanced technologies to communicate effectively and efficiently.
- Communicates Commissioners' direction to staff.

External Liaison and Public Image

- Cultivates working relationships with state and federal legislators, officials of the Commission's member jurisdictions; federal and state environmental protection agencies; community and business leaders; other basin commissions and relevant professional organizations.
- Maintains a positive professional reputation and serves as a "good ambassador" for the Commission.
- Provides briefings to federal and state legislative staffs and state and federal agencies about the Commission's mission, goals, programs and activities.
- Make speeches and presentations on behalf of the Commission at various meetings and conferences.
- Collaborates and cooperates with federal and state agencies in determining the direction of and development of programs to protect water quality.
- Represents the Commission on national, regional and local associations and committees.

Desired Knowledge and Competencies

- Possesses strong knowledge and understanding of the Clean Water Act and other related federal and state legislation relating to water quality management.
- Possesses a legal and operating understanding of compacts.
- Possesses an understanding of the functional responsibilities of federal and state agencies as they relate to ORSANCO's responsibilities and authorities.
- Possesses a basic understanding of accounting and budgeting procedures.
- Possesses excellent communication skills, including superior public speaking skills. This includes the ability to speak, listen, facilitate and write effectively.
- Demonstrates leadership skills which will motivate staff to perform well.
- Has ability to establish and maintain working relationships with Commissioners, officials of other agencies, professional associations, work associates and the general public.
- Possesses excellent management skills that demonstrate the ability to include staff in planning, decision-making, and process improvement; provide staff with regular performance feedback; provide accessibility to other members of staff.
- Possesses extensive knowledge of current water quality management, programs and issues.
- Has ability to exercise judgment and discretion in developing, applying and interpreting Commission policies and procedures.
- Has ability to analyze and evaluate programs, plans and policies to make recommendations for improvement.
- Has ability to work independently.
- Demonstrates technical competence with computer use.

- Has ability to travel nationally, regionally and locally as business needs require.

Desired Work Experience and Education

- Progressively responsible experience in the field of water quality management preferred.
- A minimum of 5 years as the top executive or senior level manager in a public sector agency or a private organization or association with the primary focus of natural resources utilization and protection required, preferably one involved with water quality or water resources management.
- A minimum of 5 years of public administration, civil or environmental engineering, hydrogeology, or related environmental science experience preferred.
- Minimum of Bachelor's degree in natural sciences, engineering or related field is required. Master's Degree preferred.
- Experience and ability to manage or administer government affairs, grant writing and fundraising efforts preferred.

ORSANCO is a dynamic organization in a rapidly changing environment. Accordingly, the responsibilities associated with this job may change from time to time in accordance with business needs. More specifically, the incumbent may be required to perform additional responsibilities from those set forth above. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.