

**TITLE: NEIWPCCC Division Director
Lake Champlain Programs
Grand Isle, VT Office**

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

DUTY LOCATION: NEIWPCCC Grand Isle, VT Office, Lake Champlain Basin Program Partner, 54 West Shore Road, Grand Isle, VT 05458.

BACKGROUND INFORMATION: Lake Champlain is one of the most ecologically significant freshwater lakes in North America - and the health of the lake, its watershed and the people who call this area home depends on exceptional leadership. NEIWPCCC is seeking a skilled senior leader to guide the Lake Champlain Basin (LCBP) Programs in protecting, restoring, and advocating for the Lake's water quality and its surrounding communities. The incumbent will need both administrative depths to manage complex, multi-partner programs and passion to champion one of the region's most treasured natural resources.

The LCBP sits at the center of a strong, inter-jurisdictional and cross-border partnership dedicated to the long-term health of the lake and the people who live in and visit the region. LCBP's work is supported by a robust network of partners including the States of Vermont and New York, the Province of Quebec, NEIWPCCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission, reflecting a shared commitment to this work. Beyond these core partners, LCBP engages a broad set of federal, state, and local agencies, private firms, and academic institutions, to coordinate and fund the on-the-ground work.

NEIWPCCC is a regional commission with a long track record of helping Northeastern states preserve and advance water quality. It serves as financial administrator and program advisor to LCBP, employing 25 full and part time staff in New York and Vermont, including the Division Director. NEIWPCCC maintains a program office in Grand Isle, Vermont as well as a commitment to staff the Resource Room at the ECHO Center in Burlington, VT. Beyond administering the LCBP, NEIWPCCC engages and convenes water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise. It is NEIWPCCC's expectation that this position will be an integral part of NEIWPCCC's senior leadership team, working with the Lowell office.

This position will serve as NEIWPCCC's Division Director working primarily on Lake Champlain Basin (LCBP) Programs and the Champlain Valley National Heritage Partnership (CVNHP). Authorized through the Lake Champlain Special Designation Act of 1990 and Clean Water Act (CWA) Section 120, LCBP is charged with coordinating inter-jurisdictional activity among Vermont, New York and Quebec and overseeing implementation of the LCBP's comprehensive management plan, *Opportunities for Action* (OFA). The successful achievement of the LCBP's goals is guided by a Steering Committee and several programmatic committees composed of partners. The framework for management of the LCBP is articulated in a set of Guiding Principles.

The Champlain Valley National Heritage Partnership (CVNHP), part of the National Park Service's National Heritage Area Program, is a component of the LCBP which complements the LCBP's technical work by coordinating and elevating activities related to cultural heritage throughout the Champlain Valley.

JOB SUMMARY: The NEIWPCC Division Director oversees the Grand Isle office team and other NEIWPCC team members working primarily on LCBP issues. The incumbent provides overall program coordination, budget oversight, administration, and short and long-term cooperation with the EPA Project Officers, New York and Vermont Program Coordinators, Quebec representatives, LCBP Steering Committee and NEIWPCC's Lowell, Massachusetts office.

Given the relative size of the program budget and staff, the Division Director is expected to be a working leader – directly managing key program initiatives and grants. Further, the Director will need to work in close coordination with the LCBP Steering Committee, which sets programmatic direction for the LCBP, and NEIWPCC, which serves as host and fiduciary, to ensure both bodies have the information and analysis they need to make sound policy decisions. While the work is rooted in water resources, the portfolio spans a wide range of environmental issues and will evolve to reflect program needs and the Division Director's own areas of expertise.

DUTIES AND RESPONSIBILITIES

Policy and Procedures: Assists the NEIWPCC Executive and Deputy Director in the development and implementation of NEIWPCC policies and procedures. Respond to requests from Executive and Deputy Director or other staff members for clarification of existing NEIWPCC policies. Review and comment on policies, regulations, and reports. Prepare position papers and comment responses as needed.

Serve as technical adviser on programming issues including those for Lake Champlain. Serve as staff support, clearinghouse for information, and meeting support for the LCBP Steering Committee and Executive Committee. Represent NEIWPCC and the LCBP through public presentations, testimony, and participation in meetings and on various committees.

Activities consist of oversight of NEIWPCC's team working on Lake Champlain activities, including Grand Isle, the Resource Room, and other locations to include a wide range of environmental issues, according to program needs and the incumbent's area of expertise.

Assists the Executive and Deputy Directors in the general operations of the Grand Isle office in program planning and reporting. Participates in meetings of the LCBP Steering Committee and Executive Committee. Coordinates and prepares updates for NEIWPCC Executive Committee and Commissioner meetings as well as LCBP Steering Committee meetings.

Lake Champlain Basin Program: Duties involve administration of federally funded programs designed to protect and preserve Lake Champlain and its bi-state and bi-national watershed through partnerships that conserve and restore natural resources, promote the use of sound science to support management decisions, enhance water quality, and promote community involvement and stewardship.

The Division Director is also responsible for administering the Champlain Valley National Heritage Partnership, a federally recognized National Heritage Area Program, and a subprogram of the LCBP whose focus is increasing knowledge and appreciation of the area's cultural heritage, outdoor recreational opportunities, and historic landmarks.

The incumbent will have extensive interaction with a diversity of groups with varying interests, including private citizens, representatives of state and federal governments, elected officials, businesses, members of the local news media, universities and environmental and economic development organizations, and others.

The Division Director serves as the lead for developing and implementing initiatives and partnerships prioritized by the LCBP Steering Committee to support the implementation of *Opportunities for Action*, the comprehensive watershed management plan for Lake Champlain. These are likely to include initiatives related to pollution prevention in the wastewater, agricultural, transportation, and urban stormwater sectors; habitat protection and restoration; aquatic invasive species spread prevention; local capacity building; and climate resilience.

Specifics Include:

- Coalesce partners and stakeholders in implementing and executing the strategic plan in *Opportunities for Action*. Ensure that the development of the OFA is executed in concert with all stakeholders.
- Build, strengthen, and maintain effective partnerships and coordination with key stakeholders among agencies and organizations at federal, state, and local levels.
- Support the Lake Champlain Steering Committee, Executive Committee, Citizen Advisory Committees (VT, NY, QC), Education and Outreach Committee, Heritage Area Program Advisory Committee, and Technical Advisory Committee in the implementation of the program, along with other NEIWPCO staff working on LCBP activities.
- Leverage program resources by focusing on support and technical assistance to partners, (e.g., through various small grant programs).
- Collaborate with partners to keep the public and policymakers informed about lake and watershed conditions and issues.
- Oversee the implementation of research, and on-the-ground implementation and education projects.
- Support the development of innovative management approaches and creative technologies and solutions on specific priority issues, including water quality, wetlands and habitat protection and restoration, invasive species management, cultural and historical resource protection, climate change adaptation and TMDL implementation and monitoring efforts.

Compliance and Administration

Incumbent is responsible for preparing annual funding agreement work plans and budgets for multiple LCBP funding sources (including EPA, Great Lakes Fishery Commission and National Park Service) and quarterly reports for submission to funding sources. Ensures terms and conditions from funding agreements are followed. Reviews requests and work plans for all LCBP sub-agreements; approves invoices, and tracks expenditures and deliverable completion under existing sub-agreements. Reviews and summarizes all expenditure under grant and funding sources on a quarterly basis.

Specifics Include:

- Prepare applications for grants including the workplans and budgets as needed. Ensure that the grants are developed in conformance with LCBP Steering Committee and federal agency requirements.
- Ensure that all staff comply with the key project management responsibilities identified in the EPA CWA Section 120 and IIJA (Infrastructure Investment and Jobs Act) workplans.
- Ensure all activities are executed in compliance with federal/state grant requirements including but not limited to the development and management of Requests for Proposal's (RFPs) projects, budgets, and travel.
- Manage budgets, monitor expenditures, manage invoice processes, and ensure cost-effective resource use/allocation. Develop the LCBP budget with the LCBP Steering Committee and NEIWPCO's Lowell office. In cooperation with NEIWPCO's Lowell office,

coordinate the preparation of annual work plans and funding proposals for EPA, Great Lakes Fishery Commission, National Park Service, and other funds.

- Implement NEIWPCO policies and procedures and ensure employee compliance.
- Ensure that staff understand and submit complete/accurate contract requests to the Lowell Contracts team in a timely manner.
- Develop, implement, and train all Grand Isle staff on site specific SOPs, and ensure employee conformance to SOPs. Monitor all activities to ensure that SOPs are revised/developed to reflect current activities.
- Analyze performance and workflow and identify areas for improvement and implement solutions to optimize efficiency.
- Coordinate with various departments with NEIWPCO to ensure seamless communication, efficient workflow, and collaborative efforts to support NEIWPCO objectives.
- Responsible for the development of the periodic status and trends reports.
- Ensure the timely preparation of required reports including but not limited to Quarterly reports, final project reports, annual reports, Director's reports, and State of the Lake reports. Ensure that all stakeholders have adequate time to review and comment on all documents.
- Ensure that all activities are completed in accordance with grant workplans and job descriptions.

Team Interactions

Work with NEIWPCO's team in Grand Isle and other locations to oversee NEIWPCO staff working on Basin Program activities. Oversees Communications, Education and Outreach, Technical, and CVNHP staff and programs.

Specifics Include:

- Provide direction and oversight to staff for the periodic update of the program's management plan, *Opportunities for Action*, and State of the Lake report.
- Support and facilitate strong collaborative partnerships among the primary jurisdictions, under the Memorandum of Understanding on environmental management of Lake Champlain: New York State, Vermont State, and Quebec, in advancing water quality and protection efforts. Perform any other function necessary to implement this Memorandum of Understanding.
- Work with NEIWPCO Lowell office staff on the management of LCBP grants and funding contracts. Work with NEIWPCO Lowell staff to seek and apply for grant funding and match documentation to support programs that conduct priority actions identified in *Opportunities for Action*.
- Manage with staff the National Heritage Area program and represent CVNHP on the Alliance of National Heritage Areas.
- Design and implement a planning process to actively involve the public in developing policies and strategies.
- Develop strategies and manage public meetings to maximize public participation and determine public priorities.
- Responsible for organizing intergovernmental meetings and conferences.
- Communicate and share responsibilities effectively and appropriately with the Lowell supervisor.

Supervisory Controls: 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.

The Division Director provides primary supervision for 7-10 of NEIWPCO's employees working on LCBP activities. The program may also periodically retain and supervise seasonal employees or interns on an as needed basis. Supervisory responsibilities include, but are not limited to, assigning work and mentoring, conducting performance evaluations, approving annual leave, providing support, and securing appropriate resources for the positions, in conjunction with the NEIWPCO Lowell staff.

Specifics include:

- Direction and leadership to the NEIWPCO team working on the implementation of the *Opportunities for Action* and other LCBP activities. Significant input on program direction is provided by the LCBP Steering Committee.
- As part of supervision, track and manage staff activities to ensure annual workplan commitments are met. Consultation with NEIWPCO's Lowell office is integral to the success of this task.
- Responsible for overall management of the Grand Isle office and supervision of the team, in cooperation with the Lowell office.
- Analyze performance and workflows to identify areas for improvement and implement solutions to optimize efficiency of the program.

Quality Management: In cooperation with NEIWPCO's Lowell office, is responsible for oversight and final approval of LCBP Quality Assurance project plans (QAPPs), in accordance with the NEIWPCO Quality Management Plan.

Outreach: Prepare articles for NEIWPCO, LCBP and other newsletters and publications. Maintain appropriate webpages on NEIWPCO and LCBP websites to ensure they are up-to-date and accurate.

Reporting: Assist NEIWPCO Business Operations Division Director and others in preparation of quarterly progress reports for EPA; quarterly Directors report for NEIWPCO Executive Committee and Commissioners; and weekly project reports.

Other duties as assigned.

The satisfactory performance of the above duties and responsibilities requires the incumbent to have a thorough understanding of NEIWPCO'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. An ability to organize workload, and perform tasks in an accurate, conclusive, and timely manner is required.

SUPERVISION: Incumbent operates with substantial independence of action and delegation of professional decisions within their area of activity. Supervision and direction are provided by NEIWPCO; activities require consultation with NEIWPCO's Lowell office.

Consults with Executive and Deputy Director on certain matters of policy. The Executive Director and/or Deputy Director evaluates job performance.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also build NEIWPCO's culture which focuses on honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

PREFERRED QUALIFICATIONS: A graduate degree in public administration, environmental and land use planning, environmental or water science or policy or in a field related to natural resources.

At least fifteen years of full-time, or equivalent part-time, technical, or professional experience, in public or non-profit administration, or in any of the fields listed above, of which at least twelve years in a professional capacity and, of which at least ten years in a supervisory or managerial capacity.

Executive Competencies

- Accomplished written and verbal communicator who inspires confidence.
- Sound judgment and resourcefulness.
- Combination of cultural sensitivity, emotional intelligence, and humility that enables the person to 'fit' into this collaborative organization.
- Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished; the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.
- Ability to translate complex financial reports, concepts, and goals to individuals at all levels including financial and non-financial audiences.

Personal Characteristics

- Think and act in a broad collaborative style. Care deeply about the health and impact of the entire organization.
- Operate with an accessible, visible, and flexible style that inspires trust and confidence in staff and in executive management.
- Naturally prone to action with a focus toward continuous improvement.
- Diplomatic and welcoming in their approach to others.
- Inclusive and interested in helping others.
- Capable of fostering and deserving of trust.
- Accept responsibility and is accountable for results.
- Ability to exercise discretion in handling confidential information.

REQUIREMENTS:

- Proven supervisory history.
- Ability to draft proposals, press releases, budgets, contracts, cooperative agreements, and a variety of reports.
- Ability to facilitate large group meetings.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held last Thursday and Friday in March each year).
- Attendance at NEIWPCO Lowell-based monthly senior leadership meetings and bi-monthly staff meetings are mandatory.
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule,

subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.

- Duties will be performed in an office setting, but with the need to travel to various meeting locations in Massachusetts, Vermont, New York, and Quebec for which a private means of transportation, a valid driver's license, and a valid passport or smart license are required.
- Evening and weekend duty will be a part of the role to participate in local meetings and key citizen advisory committee meetings. Some confrontational meetings with interest groups may occur, which will require good human relations skills and an ability to practice effective public participation techniques.

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

- Knowledge of the legislation and programs related to Lake Champlain resource management.
- Knowledge of the organization of state governments.
- Knowledge and understanding of federal environmental laws and regulations.
- Ability to identify policy needs and coordinate policy development teams.
- Ability to mediate disparate opinions and negotiate acceptable solutions.
- Ability to communicate in French as a second language.

BENEFITS: Generous benefits package provided, which includes vacation, personal, and sick leave, paid holidays as determined by office location; health, dental, disability, and life insurance; retirement plan. This position requires the incumbent to work five days a week, 8 hours per day, except for approved compensatory time.