

**Executive Director Vacancy
Central States Air Resource Agencies Association (CenSARA)
Oklahoma City, Oklahoma**

OPENING DATE: January 11, 2010

CLOSING DATE: Until Filled. Candidates expecting first consideration should apply no later than Wednesday, March 31, 2010.

WORK HOURS: Full Time; 40+ Hours/Week

STARTING SALARY: \$75,000 (compensation based on experience)

FREQUENCY OF REQUIRED TRAVEL: 0 – 3 times a month

BENEFITS: Paid Health, Life, and Dental Insurance; Sick and Annual Leave; Paid Holidays

LENGTH OF HIRE: 2-Year Contract with Available, Multiple Extensions Based on Job Performance

RELOCATION EXPENSES: Available but limited.

SUPERVISION RECEIVED: CenSARA Board and Possibly the Policy Oversight Group of the Central Regional Air Planning Association (CENRAP)

The Executive Director will be expected to take on the following roles and responsibilities:

Organization and Management

- Leading and coordinating CenSARA's activities;
- Manage resources (staff, volunteers, and budget) to ensure that the implementation of programs meets the required objectives within the agreed time and budget;
- Planning, developing, reviewing and monitoring worked linked to air quality project management and air quality training;
- Submission, on time, of narrative project and quarterly reports that support grant requirements; Extensive, in-depth knowledge of air quality management issues, including legal, regulatory and policy issues at national, regional, state, and/or local levels.

Air Quality Policy & Program Activities

- Initiating and developing resourcing strategies, management practice and thematic projects related to air quality in AR, IA, KS, LA, MN, MO, NE, OK, and TX;
- Writing concept notes, position papers, and funding proposals;
- Working and networking with local, regional, and national partners representing air quality programs and associations;
- Developing or supervising the development of work products that collectively support air quality goal accomplishments in the CenSARA region including regional modeling analyses and emission inventory creation
- Representing and participating on behalf of CenSARA/CENRAP in different forums at policy and technical work levels;

Day-to-day activities include:

Organization and Management

- Manage the CenSARA staff and office in an efficient and professional manner;

- Provide updates of legislation, regulations, budget, program guidance etc., to members;
- Perform public speaking engagements as requested;
- Maintain liaison with other appropriate federal agencies, such as EPA, DOE, NOAA, National Park Service, U.S. Fish and Wildlife Service, Minerals Management Service, etc.;
- Represent CenSARA and CENRAP before appropriate advisory councils and committees;
- Accomplish other duties as directed by the CenSARA Chair, the CenSARA Board of Directors and the CENRAP Policy Oversight Group;
- Maintain working relationship with state air quality staff/management to facilitate development of technical work products for the region in conjunction with management of CenSARA technical staff;

Air Quality Policy & Program Activities

- Review EPA regulations and policies and coordinate responses;
- Facilitate ad hoc workgroups comprised of member state and local agency staff;
- Maintain liaison with, and represent CenSARA and CENRAP to, other RPOs, national public interest groups and other organizations, such as the NGA, AWMA, NACAA, etc.;
- Arrange technical exchange workshops, training courses, and other educational activities in consultation with the Board of Directors;
- Develop and disseminate materials of public interest on air pollution control, and state and local programs;

Key Competencies/Qualifications, The Successful Candidate Will Have:

Organization and Management

- Federal grant writing and reporting skills;
- Program design and proposal writing skills;
- Excellent financial management skills;
- Ability to work independently with minimal or no supervision;
- Ability to fly on commercial aircraft;
- Possession of a valid driver's license;
- Ability to pass a background check;
- Ability to supervise others that fosters a high level of productivity and maintains cohesive working relationships;
- Fluent in English and able to communicate clearly both verbally and in writing;
- Working experience in or with state government preferred, in particular at executive or policy-making level.
- Strong management skills and experience, including strategic planning, hiring and overseeing of staff, and development as well as implementation of work plans and budgets.
- Excellent communication, including writing and speaking skills; working experience with electronic communication technologies preferred.
- Experience facilitating intra- and inter- group processes.
- Five (preferably ten) or more years of relevant, policy level experience in government, non-profit or private sector.

Air Quality Policy & Program Activities

- A minimum education of undergraduate degree in either biological sciences, engineering, physical sciences, or business administration with specific experience in air quality;
- Possesses significant knowledge of air quality programs, challenges, and solutions including development of technical products necessary for State Implementation Plans and state rulemaking requirements.
- Working experience or familiarity with federal government processes including familiarity with the federal grant process and the Clean Air Act.

How to Apply:

If you feel you have the required skills and competencies to handle this position, please send your resume, a cover letter, and written responses to the following Executive Core Qualification areas to arrive by February 5, 2010 to:

asharp@censara.org

Annette Sharp
CenSARA
10005 S. Pennsylvania, Bldg. I, Suite C
Oklahoma City, OK 73159

Information on CenSARA – www.censara.org

Executive Core Qualifications (ECQ): Please describe how your education and/or experience has led to achieving the following:

- I. Leading Change
- II. Leading People
- III. Results Driven
- IV. Business Acumen
- V. Building Coalitions/Communications