

Director, Program Operations

Authorized by an Act of Congress in 1940, the Interstate Commission on the Potomac River Basin (ICPRB) is a science-focused, non-regulatory interstate compact agency of the jurisdictions surrounding the Potomac River basin. Its mission is to protect and enhance the waters and related resources of the Potomac River basin through science, regional cooperation, and education.

ICPRB seeks a Director, Program Operations, senior level position, responsible for directing ICPRB's technical contract/grant programs, and assisting the Executive Director in overall management of ICPRB programs including budgeting, staff supervision, and delivery of products to meet Commission needs and to fulfill the Commission strategic plan. The incumbent will monitor the progress of projects in technical units, ensure that work is properly done on time and within budget. Coordinates and oversees implementation of the Potomac River Basin Comprehensive Water Resources Plan.

Successful candidates must meet the following requirements:

- Demonstrated understanding of applied water resources principles and concepts related to water supply, water quality, source water protection, hydrology, and aquatic biology;
- Demonstrated high level of written and oral skills (English) to effectively represent ICPRB with other governmental agencies, public stakeholders, independently use peer reviewed professional literatures and technical reports to accomplish project goals, prepare written project reports;
- High level of mathematical skill and accuracy are essential, ability to apply techniques of project accounting, exploratory data analysis, and statistical analysis, demonstrated ability in a wide range of computer capabilities not limited to word processing, spreadsheets, databases, statistical analysis and computer-based modeling, ability to integrate computer spreadsheet and database software to automate budget, staff time tracking, and other administrative management functions;
- Must have a high degree of experience with the ICPRB and its administrative procedures or similar agency experience; familiar with EPA grant application procedures and grant requirements;
- Proficiency with GIS and Microsoft Word, Excel, and Access;
- Commitment to environmental stewardship and collaborative management of resources;
- Ability to independently travel throughout the basin states with occasional overnight stays; and
- Master's or PhD degree in physical science, engineering, biological science and several years of relevant experience.

Compensation commensurate with experience. ICPRB is an Equal Opportunity Employer located in Rockville, Maryland. Learn more at www.PotomacRiver.org.

Please email a cover letter, resume, and salary requirements to jobs@icprb.org by 5:00 PM EST on November 13, 2020.