



Prince William Sound Regional Citizens' Advisory Council

Job Description

Job Title: Director of Programs, Exempt
Date: June 19, 2017
Job Reports To: Executive Director
Position Based in: Valdez, Alaska

Job Summary: This position oversees staff operations in the PWSRCAC Valdez office and management of terminal, tanker, oil spill, drill monitoring and environmental monitoring programs and projects with direction from the Executive Director. Direct supervisor for technical project management staff. Promotes collaboration and teamwork among staff and volunteers. Provides guidance and direction based on approved work plans, management practices, policies and procedures. Serves as a member of the Senior Management Team.

MAJOR RESPONSIBILITIES/ACTIVITIES

Staff Management and Supervision

- Direct supervisor for Valdez Project Manager Assistant and Project Managers for Oil Spill Response Operations, Contingency Planning, Environmental Monitoring, Terminal Operations, Maritime Operations, and Drill Monitoring
- Assist project managers and assigned staff in developing individual staff goals, objectives and priorities for their programs and projects
- Ensure that staff project goals and objectives complement the overall PWSRCAC goals and objectives
- Assist staff to ensure that work products meet quality standards and established timelines
- Conduct first level performance evaluations and advise the Executive Director and Director of Administration on evaluations, staff hiring and separation, and salary adjustments
- In addition to annual evaluations, communicate on a regular basis with project managers and assigned staff to provide direction, ensure that expectations are clear, discuss identified goals, and provide support and guidance as needed
- Coordinate with Director of Administration to monitor and ensure that project managers and committees are informed of and comply with approved policies and procedures

- Work closely with the Director of Administration to review management practices, policies and procedures, and to identify amendments or new policies, procedures, or practices that may be needed with respect to improving program/project management
- Coordinate resolution of personnel issues with Director of Administration and Executive Director
- Promote and facilitate a coordinated and cohesive program/project management team to complete work plans on schedule and within budget. Schedule meetings of program/project managers to review the status of projects, identify gaps in resources and/or budgets and provide recommendations and guidance for the completion of projects
- Monitor development and ensure delivery of program/project status reports to PWSRCAC committees, Executive Director, Board members and staff
- Coordinate the delegation of duties of Project Managers during vacations, staff vacancies, or other absences

Planning

- Direct the development of short and long-term program and project goals and planning documents for consideration by the Executive Director and Board of Directors
- Ensure that PWSRCAC program/project goals are consistent with the requirements of PWSRCAC's mission statement, one-page strategic plan, the contract with Alyeska, and the Oil Pollution Act of 1990
- Review proposed program and project descriptions, justifications, and budgets to ensure that projects are concise, accurate, and consistent with project evaluation criteria
- Schedule regular meetings with the Long Range Planning Committee, set deadlines for project manager and committee material submittals, compile and incorporate new information for the Long Range Plan
- Coordinate a volunteer Long Range Plan workshop in December, and a Long Range planning workshop in conjunction with the January Board meeting

Fiscal Management

- Work with staff to develop technical committee, program, and project budgets
- Coordinate final budget documents with Financial Manager, Director of Administration, and Executive Director
- Review planned and actual expenditures for committees, programs, and projects, and track compliance with approved budget
- Review financial statements and make recommendations for quarterly budget adjustments
- Attend and participate in regularly scheduled Finance Committee meetings
- Work with Finance Manager to ensure compliance with PWSRCAC accounting procedures
- Review, approve, and code invoices within authority

Contracts Management

- Coordinate with the Director of Administration to ensure that all contracting policies and procedures are adhered to with respect to programs and projects
- Review requests for proposals (RFPs), proposed contracts, and proposed change orders prior to their submittal to the Finance Manager and Director of Administration for review
- Monitor and/or take an active role in contract and change order negotiations as necessary
- Review progress and final reports for accuracy and substance prior to presentation to the Board of Directors
- Manage contracts for special projects as assigned by the Executive Director

General

- As directed by the Executive Director, provide oversight for overall operations in the Valdez office
- Facilitate and support volunteers, including coordination of PWSRCAC technical committees, project teams, and working groups
- Attend meetings of the technical committees and project teams to monitor progress and provide appropriate guidance and direction
- Maintain familiarity with the Alyeska contract and Oil Pollution Act of 1990 to assure compliance
- Coordinate development of agenda items and talking points for executive level meetings with Alyeska and shipping industry representatives
- Maintain communications with TAPS shippers, Alyeska, agencies, and PWSRCAC ex-officio members
- Attend executive-level meetings as active participant
- Act as first-line response to actual incidents and unannounced drills
- Participate as a member of PWSRCAC's Emergency Response Team at drills and incidents
- Represent PWSRCAC at public events as assigned (trade shows, conferences)
- Serve as designated PWSRCAC representative for various workgroups and committees with industry and regulators
- Work with the Director of Administration to ensure that the document management system policies and procedures are consistently applied in both the Anchorage and Valdez offices
- Work closely with Executive Director and other senior managers as part of the management team to coordinate overall PWSRCAC management
- Draft correspondence, reports and other documents as necessary
- Assist Project Managers in development of materials and work closely with the Executive Assistant to review all Board and executive committee meeting agendas and related materials for consistency with Alyeska contract, OPA 90, and PWSRCAC-approved positions and work plans
- Keep the Executive Director informed of issues relating to programs/projects or other areas of PWSRCAC's work

MINIMUM REQUIREMENTS

Education

Bachelor's degree or equivalent experience

Experience

At least five years' experience in management, focusing on program and project management. Experience should include development of scope of work and deliverables; accounting, contract, and budgeting functions; experience working with a board of directors; human resources and staff supervision; and volunteer management.

Special Abilities

- Considerable knowledge of:
 - Business practices and procedures
 - The region impacted by the Exxon Valdez oil spill
 - Oil spill prevention and response issues
 - Alaska and federal oil spill prevention and response statutes and regulations
 - Alyeska Pipeline Service Company and Ship Escort/Response Vessel System
- Demonstrate excellent verbal and written communication skills
- Work with the Board, its committees, federal, state, and local regulatory agencies, the oil industry, other citizen and environmental groups, and the general public to maintain effective public relations and to further Council goals and objectives

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.