

## **WATER QUALITY PROGRAM ADMINISTRATOR**

### **FUNCTION:**

Involves a broad range of planning in the functional areas of environment and water quality. Responsible for the day-to-day work of Water Quality Department staff in assigned work, and is specifically responsible for program development and execution as adopted by the Board of Trustees in the current Annual Work Program. Maintain liaison with members, public officials, stakeholders, citizen groups, agencies, and the public within the program area and for the total organization. Responsible for building and maintaining the total organization, as well as the program for which the position is responsible. A professional supervisory post reporting directly to the president.

### **DUTIES AND RESPONSIBILITIES:**

1. Day to day guidance and supervision of water quality planning activities
2. Development and maintenance of water quality long range plans
3. Reporting regularly, both orally and in writing, to the President, the Board of Trustees and various water quality policy and technical committees on programmatic progress, problem areas, and planning needs of the region
4. Meeting and coordinating regularly with associates, counterparts, and programmatic committees throughout the TMACOG region
5. Monitoring and administration of contracts for TMACOG grants
6. Represent the Executive Committee and TMACOG Board of Trustees when requested in matters dealing with water quality planning
7. Routinely and methodically visits, telephones, attends meetings of and with, keeps up to date on important activities of and otherwise contacts and/or communicates with members and those persons and organizations involved with the program and the entire organization
8. Perform other duties as assigned

## **QUALIFICATIONS AND REQUIREMENTS:**

- Master's degree from accredited college in Urban or Regional Planning, Environmental or Civil Engineering, Science, or related field is required,
- Minimum of four years of progressively more responsible experience in water quality planning required with two years of supervisory and administrative experience.
- The Master's Degree requirement may be waived for an individual with demonstrated experience and ability to perform the work required.
- Professional certification is desirable, including: AICP, P.E., and/or Ohio or Michigan water/wastewater operator Class IV or above license.
- Must show proof of work-related experience in managerial capabilities.
- Must be familiar with water quality issues including wastewater collection and treatment systems, water supply, natural resources, and nonpoint source pollution.
- Must have strong oral and written communications skills including public speaking, presentations, and providing statements to the media
- Must recruit and manage personnel who are qualified to accomplish the department's goals
- Must develop and manage budgets and personnel workloads for successful completion of projects
- Must work with staff and TMACOG partners to strategize projects and initiatives
- Must be able to write successful grant applications
- Must have a working knowledge of public relations techniques and planning processes and show proof of report writing ability.
- Must be well-versed in state and federal water quality agencies and programs.
- Must be able to work well with local elected officials, and communicate programmatic and technical information to them.
- Must be a skilled computer user with advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook.; Must have basic skills in database management using Microsoft Access or other relational database program. Must have basic skills with GIS software including ArcMap, ArcGIS Pro, ArcGIS Online or similar GIS package. Must keep computer skills current and learn new software.
- Must possess a current, valid driver's license.
- Must be legally able to work in the U.S.