

**AMITE RIVER BASIN DRAINAGE AND
WATER CONSERVATION DISTRICT**

Executive Director

Job Description

EXECUTIVE DIRECTOR – Amite River Basin Commission – Created in 1981 (LA R.S. 38:3302) and amended via Act 490 of the 2022 Regular Session of the Legislature of Louisiana, the Amite River Basin Drainage and Water Conservation District is comprised of Commissioners representing 7 unique Parishes and their municipalities dedicated to comprehensive flood control, watershed and floodplain management within the Amite River Basin.

The Executive Director of the Amite River Basin Commission (ARBC) is the unifying voice of a powerful organization tasked with the successful execution and implementation of the ARBC’s Legislative Intent. This includes oversight and implementation of the ARBC Master Plan, it’s Annual Plan as well as its day-to-day administration of the organization while also both developing and managing strong internal and external partnerships and relationships. The ideal candidate should – be a seasoned leader with a passion for our mission, a successful record of fundraising, partnership development as well as advocacy. The Executive Director serves at the pleasure of the Amite River Basin Commission via its Board of Commissioners.

Key Responsibilities:

- Collaboration with the Board of Commissioners and ARBC Staff to successfully execute ARBC’s organizational mission via implementation of the ARBC Master and Annual Plans. This collaboration with the ARBC Board of Commissioners involves:
 - o Assumption of all responsibilities in relation to Act 490 of the 2022 Legislature in regards to the successful implementation of the ARBC mission and its Legislative mandate
 - o Strategic Planning in terms of long-range objectives of watershed and floodplain management within the ARB
 - o Emergency Action – Recognition of and assertion of decisive action in Emergent situations
 - o All additional duties assigned or delegated to him or her by the Board of Commissioners of the ARBC
- Managing and assuming full responsibility for the Day-to-Day administration of the ARBC; ensuring best practices, compliance and ethics with respect to finances, operations, human resources, etc. This includes the supervision and management of any and all Commission employees, and contractors.
- Expand and diversify organizational revenue sources including but not limited to:
 - o Corporate

- Foundation & non-profits
 - Individual
 - Federal/State/Municipal (appropriation, Grant, etc.)
 - Research & academia
- Build and maintain relationships with diverse stakeholder partners across public, private and non-profit sectors
 - Serve as an external representative and principal spokesperson of the ARBC at conferences as well as at the Municipal, Parish and State governmental level along with other public forums as needed, including to develop ARBC programs that provide public awareness, education, and outreach a to local stakeholders
 - Foster a culture of transparency, excellence and innovation within the ARBC by continuing efforts to build/maintain/retain a strong and talented team of professionals and volunteers
 - Continuously work towards cultivating a transparent, positive, healthy relationship with the Board of Commissioners to ensure open communication about organizational metrics, including financial, programmatic and other key performance indicators (KPI's), goals and milestones

Preferred Qualifications:

- Preferred Bachelor of Sciences Degree from an accredited college, preferred Master's Degree in the field of science, biology, environmental science, geology, etc., or Engineer's Degree either with preferred special training and/or comprehension of hydrology, floodplain management, natural resources/conservation, fluvial geomorphology, and watershed modeling;
- Proven track record for managing multiple projects and contracts simultaneously from concept to completion, including experience working with the various grant assistance programs with knowledge of their specific policies and procedures all necessary to be effective, timely, and accountable;
- Ideally, possess thorough knowledge of environmental permits with a proven track record for attaining approved permits and expeditiously resolving related permitting issues;
- Adept knowledge of MS Office, Word, Excel, PowerPoint, and Outlook; Typing professional letters and documents, including preparing and delivering PowerPoint presentations, reports, and public outreach material;
- Passion for the ARBC Mission to provide comprehensive floodplain and watershed management within the confines of the Commission
- Understanding of drainage issues and concerns throughout the Amite River Basin and/or surrounding watersheds
- Understanding of key concepts regarding floodplain and watershed management on a localized and a regional level, and with consideration of both upstream and downstream benefits/impacts, with special consideration for knowledge of local waterways

- Understanding of key concepts regarding floodplain and watershed management on a localized and a regional level, and with consideration of both upstream and downstream benefits/impacts;
- Experience with operations and administration of an organization and/or large department with similar expectations of measurable performance, deliverables, goals and accountability as an agency with the scope and responsibility as the ARBC
- Proven capacity to develop and implement policy, process and procedural guidance for similar organization or large department to maximize operational efficiency
- Capacity to facilitate discussions between core constituencies and working towards solutions that are fair and equitable to all interested parties
- Exceptional communication skills (oral, written and interpersonal)
- Self-motivated and ability to thrive in a dynamic and fast-paced environment
- Demonstrated Project Management capacity
- Creative, adaptive problem-solving skills
- Collaborative working style with consensus building-skills

The Executive Director is considered an “at will employee” of the Board and is subject to an annual Performance Review.

BENEFITS:

Job Salary Range: (\$130,000.00 to \$180,000.00 Annually)

Paid Time Off is eligible for inclusion as a part of the Compensation Package associated with the position of Executive Director.

Retirement – This position is eligible to participate in the Louisiana State Employees Retirement System (LASERS). LASERS is a qualified defined benefit pension and retirement plan under Section 401 (a) of the Internal Revenue Code. LASERS’ provides retirement allowances and other benefits for state officers and employees and their beneficiaries. Additional information on this program can be found at www.lasersonline.org.

The Amite River Basin Commission (ARBC) is an Equal Opportunity Employer. ARBC requires pre-employment drug screening and background investigations as needed

As an Equal Opportunity Employer, ARBC will not discriminate against employees or applicants on any basis, including veteran status, race, ethnicity, religion, gender, marital status, national origin, age or political affiliation

The primary duties of this position are performed in a professional environment. However, in certain situations (emergency, etc), job duties may be performed in the field.