



EXECUTIVE DIRECTOR SEARCH

CAPITAL AREA GROUND WATER CONSERVATION COMMISSION

JUNE 2020

JOB DESCRIPTION

The Capital Area Ground Water Conservation Commission (CAGWCC) is seeking a dynamic leader to fill the role of Executive Director. This position will play a key role in steering CAGWCC's direction and strategic initiatives with the overarching goal of efficient administration, conservation, orderly development and supplementation of groundwater resources in the parishes of Ascension, East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge and West Feliciana. Serving as a spokesperson for the commission, the Executive Director serves as the primary point of contact for the Board of Commissioners, the Legislature, State Agencies and other key stakeholders across Louisiana and the region. This position reports to and receives direct supervision from the CAGWCC Board of Commissioners and has managerial responsibilities over all CAGWCC personnel and contractors.

The ideal candidate will have technical and policy/legal experience in industries or sectors involving ground water management and regulation, and exhibit exceptional communication, leadership, and coalition-building skills.

Key responsibilities include but are not limited to the following:

- Leadership, Strategy, and Operations
 - Demonstrate overall leadership, scientific decision ability, direction, and support by planning, managing, and conducting all administrative management and operational aspects of the Commission.
 - Work supportively, collaboratively, efficiently, and effectively with the Board of Commissioners and advisors in overseeing the completion of all strategic objectives and initiatives, including tasks related to permitting and public education.
 - Supervise, direct, and recommend actions to ensure compliance with local, state, and federal rules, regulations, policies, and procedures.
 - Develop, review, and monitor expense budgets to ensure efficient financial operations and program effectiveness in accordance with CAGWCC's fiscal management policies, including managing purchasing activities, preparing and submitting grants, and negotiating and managing contracts.
 - Create and maintain a high-performing organizational culture aligned with the values of CAGWCC.
 - Manage and direct the day-to-day responsibilities of key personnel and staff, conducting regular employee performance evaluations and monitoring resources in line with operational needs and workforce demands.
- Public and Stakeholder Engagement
 - Represent CAGWCC effectively to external stakeholders and the general public in a manner consistent with the Commission's mission and objectives.
 - Serve as a spokesperson for CAGWCC by deploying an effective communications plan, publicizing activities related to the organization's programs and goals, and building awareness to positively represent CAGWCC to stakeholders and the general public.
 - Act as a conduit, facilitator, and mediator between water users and key stakeholder groups, including residents, government agencies, business owners, environmental groups, and major industry players.
 - Identify and manage strategic relationships with stakeholders who have an interest in preserving, protecting, conserving, recharging, and preventing waste of ground water resources.



- Work with key stakeholders to communicate the progress of initiatives and receive feedback, as necessary.
- Monitor and provide information related to proposed legislation, regulatory changes, studies, and reports, advising the Commission of potential impacts to the organization and relevant responses.
- Technical Management
 - Apply engineering or technical skills to understand the area’s groundwater issues, initiatives, and trends.
 - Communicate and respond to technical issues or topics in a way that is approachable to an array of stakeholders, including the general public.
 - Make informed decisions and use judgment based on an understanding of scientific and technical data involving groundwater resources and related topics.

QUALIFICATIONS

Education and experience qualifications for this position include, but are not limited to, the following:

- A bachelor’s degree in geology, earth science, environmental science, natural resource management, civil engineering, environmental engineering, petroleum engineering, or a related field is *required*. A combination of experience and education that clearly demonstrates comparable knowledge, skills, and abilities may be suitable.
- A master’s or doctoral degree in any of the above fields is *preferred*.
- In addition to the educational requirements listed above, a bachelor’s degree in business, law, public administration, or a related field may be considered a plus.
- A minimum of seven-to-ten years of management experience, including overseeing functions such as budgeting, staffing, and performance management.
- Knowledge of groundwater resources, well systems, saltwater migration, and associated regulations, laws, and restrictions is *preferred*.
- Experience interpreting scientific regulations and legal requirements or stipulations.
- Proven program management experience, preferably in the field of water resources management.

Knowledge, skills, and abilities for this position include, but are not limited to, the following:

- Ability to perform effectively under pressure and utilize strong organizational skills when faced with competing priorities.
- Exceptional oral and written communication skills.
- Strong management skills, emotionally intelligent and self-aware with an ability to listen effectively to others and learn from their best ideas.
- Demonstrated knowledge of groundwater, scientific principles, chemical properties of saltwater encroachment, hydrology, geologic principles, and water resource management is *strongly preferred*.
- Knowledge and understanding of the ground water space in the capital area and state of Louisiana, and associated stakeholders, trends, regulatory environment, and history is *preferred*.
- Knowledge and understanding of the technical and scientific components related to aquifer systems, with knowledge of the Southern Hills Aquifer System *preferred*.
- Ability to make clear and timely decisions.
- Ability to travel as required, as necessary.

HOW TO APPLY

Candidate(s) should submit a resume and cover letter to cagwccsearch@emergentmethod.com.



BACKGROUND

Dedicated to the conservation, development, and protection of the quality of groundwater in the capital area, the Capital Area Ground Water Conservation Commission (CAGWCC) assists in the efficient administration, conservation, and orderly development of groundwater resources in the Capital Region. The organization develops, promotes, and implements management strategies through scientific data evaluation to provide for the conservation, preservation, protection, and prevention of waste of the groundwater resources.

CAGWCC was created by the Legislature in 1974 due to concerns about historic water level declines and potential saltwater encroachment inside local aquifers, along with potential land subsidence. To effectively manage local groundwater resources and prevent or limit saltwater encroachment and land subsidence, CAGWCC is charged with conducting scientific investigations and research, collecting data and making inspections, setting groundwater use priorities supported by scientific research, acquiring leased property and undertaking special projects, permitting large-volume water wells producing more than 50,000 gallons per day and assessing a uniform groundwater use fee on permitted users. For more information, visit cagwcc.com.

ADDITIONAL INFORMATION

CAGWCC is an equal opportunity employer. It does not discriminate against employees or applicants for employment on any legally recognized basis or any protected class under federal, state, or local law.

Pursuant to the Louisiana Public Records Act, R.S. 44:1, *et seq.*, applications for this position may be considered public records subject to Louisiana laws governing the maintenance and disclosure of public records.