

Exchange Network Coordinator

Position Description

Introduction and Background

This position description outlines the purpose and responsibilities of the Exchange Network Coordinator (Coordinator) position. This position is part of the joint governance structure of the Environmental Information Exchange Network (Exchange Network). The Exchange Network Coordinator will provide a single, integrated point of coordination for the Network.

Role of the Exchange Network Coordinator

The Coordinator position will support and complement the leadership of the Exchange Network Leadership Council (Council) and Network Operations Board (Board). This role is expressly designed to represent the interests of the Exchange Network partnership itself with a single, dedicated position. The Coordinator will operate by coordinating, advising, reporting, and helping to expedite the major collective and individual Network Partner (States, Tribes, Territories, and US EPA Program Offices) implementation activities. The Coordinator also facilitates and participates in broader outreach and interaction with new organizations and initiatives outside of the Network partnership.

Coordinator Management Relationships

Like the Board, the Coordinator will derive its authority to act and will receive high-level direction from the Council to whom it will provide its regular reports. The Coordinator will work directly with the Board (especially its co-chairs), on operational activities. The Coordinator will also have the responsibility and authority to raise issues directly to the Council, after consultation with the Board's Co-Chairs and other members. The co-chairs of the Council and Board will advise on the performance appraisal, and compensation for the position.

Although, the Coordinator will work closely with the Board, he/she will be expected to do much of the work independently, with subgroups of the Board and other Network Partners to include States, Tribes, Territories, EPA Program Offices, and Network support staff as appropriate.

The Coordinator will supervise additional staff resources as determined necessary by the Council.

In general, the Coordinator will not have direct project implementation or resource allocation responsibilities, but will be expected to advise, coordinate, and expedite work done in these areas.

The Coordinator will have an indirect but important management relationship with other Network staff and Partners. The Coordinator must build relationships so Network staff and Partners are responsive to Coordinator information requests and advice.

Major Job Functions

- *Coordinate and Expedite Implementation of the Council's Strategic Priorities.*
 - Provide strategic advice to the Council on direction and priorities.
 - Work with the Board to prepare an Exchange Network Project Plan consistent with the Council's planning cycles, strategic direction, and priorities.
 - Work with Network partners, the Board, and its sub-groups, to coordinate and expedite the priority projects identified in the Exchange Network Project Plan.

- At the direction of the Council, manage and/or implement special projects. These may include information collections, research, or convening of ad-hoc partner groups.
- Identifying opportunities and engage potential partners in priority activities.
- *Assess and Report on the Status of Network Implementation and Use*
 - Provide independent assessments of resource requirement estimates developed by the Board and its sub-groups for activities identified in the Exchange Network Project Plan.
 - Assess and report issues, status, and needs of Exchange Network shared services and operational infrastructure (registries, standards guidelines, helpdesk, etc) to the Board.
 - Work with the Board to monitor, assess, and report to the Council on Partner projects/Flow *status* identified in the Exchange Network Project Plan. Status assessments will include dependencies, implications, Partner commitments and needs, and any barriers to success.
 - The project and Flow status monitoring, assessment, and reporting will be coordinated with the Board's sub-groups.
 - Work with the Board to ensure critical engagement of the Council in issues related to Network implementation and use at regular Council meetings.
- *General Board and Council Support*
 - Support the Council by working with the co-chairs (Council and Board) on agenda development, decision documentation, and implementation follow-up.
 - Work with the Board to provide briefings and advice to the Council in support of its meetings.

In implementing the functions identified above, the Coordinator will act as the agent of the Council and/or Board respectively. Success in this role will be driven by the explicit support of the Council and Board for this responsibility and the professional credibility and diplomacy of the Coordinator.

Challenges and Required Skills

The Exchange Network is a dynamic and decentralized intergovernmental partnership involving hundreds of staff. The Coordinator must have the ability to operate effectively and diplomatically in the Network's environment of complex, ambiguous, and sometimes conflicting partner priorities and jurisdictions. This will require the following skills and characteristics:

- Excellent people, organizational, and communications skills;
- Demonstrated ability to prioritize Coordinator activities and to support the prioritization of agendas;
- A solid understanding and knowledge of basic Network technologies, e.g., XML and Web services;
- Demonstrated ability to maintain and provide objective reporting on project status, issues, and implications;
- Demonstrated ability to build relationships with a wide range of people many of whom will not have direct, formal accountability to the Coordinator nor to each other;
- Experience working with and reporting to a Governing Council and/or Board;
- Previous success in a leadership role, with an emphasis on:
 - Strategic and business planning and implementation;
 - Project management;
 - Excellent presentation skills; and
 - A sound understanding of financial management principles.

Salary -- A competitive package will be negotiated in conjunction with the employment contract.

Location -- Working in Washington, DC preferred.

Application Process -- Email Cover Letter and Resumes to Mary Blakeslee (maryb@ssso.org) no later than February 9, 2007.