

Exchange Network Coordinator

On behalf of the Exchange Network Leadership Council (Council), the Environmental Council of the States (ECOS) is seeking an experienced self-employed manager with solid collaboration skills to serve as the **Exchange Network Coordinator**. The Exchange Network (<http://www.exchangenetwork.net/>) is a partnership among states, tribes, and the U.S. Environmental Protection Agency (EPA) that has revolutionized the exchange of environmental information between governmental entities.

The position is part of the joint governance structure of the National Environmental Information Exchange Network (Exchange Network) and provides a single, integrated point of coordination for the Network. The Coordinator supports the leadership of both the Council and the Network Operations Board (Board), managing the day-to-day execution of their instructions and policies.

The Coordinator operates by coordinating the efforts of the many participants and stakeholder groups, advising the Board and Council, reporting issues and progress, and helping to expedite Network Partner implementation activities. The Coordinator also expertly facilitates and participates in broader outreach to new stakeholder groups outside of the Network partnership.

Network Governance Relationships

The position requires careful attention to detail, the ability to manage multiple priorities, and the ability to work independently. The Coordinator derives authority to act and receive direction from the Council, to whom it provides regular reports. The Coordinator works directly with the Board (especially its co-chairs) on operational activities. The Coordinator has the responsibility and authority to raise issues directly to the Council, as necessary, after consultation with the Board's Co-Chairs.

The Coordinator is expected to successfully execute the majority of the work independently, in coordination with subgroups of the Board including Network Partners and other Network support staff. The Coordinator continuously builds relationships so Network staff and Partners are responsive to Coordinator information requests and advice.

The Coordinator does not have direct project implementation or resource allocation authority, but is expected to advise, coordinate, and expedite work done by all Network resources.

Primary Duties

- *Coordinate and Expedite Implementation of the Council's Strategic Priorities.*
 - Provide strategic advice to the Council on direction and priorities.
 - Work with the Council to prepare an Exchange Network Strategic Plan consistent with the Council's planning cycles, strategic direction, and priorities.
 - Work with the Board to prepare an Exchange Network Annual Work Plan consistent with the Council's 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 Annual Work 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.
 - Monitor the broader environmental regulatory community to identify opinion leaders and emerging opportunities for Network engagement. Coordinate allocation of resources to opportunities endorsed by the Council.

- *Assess and Report on the Status of Network Implementation and Use*
 - 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. Status assessments include dependencies, implications, Partner commitments and needs, and any barriers to success.
 - 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*
 - Work with the co-chairs (Council and Board) on meeting 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.

Desired Skills

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

- Demonstrated success in a leadership role, with an emphasis on:
 - strategic and business planning and implementation
 - project management
 - financial management principles
- Excellent interpersonal skills, including but not limited to the ability to work with others on a cooperative basis and as part of a team;
- Excellent presentation, writing and oral communication skills;
- Demonstrated ability to prioritize activities and to support the prioritization of agendas;
- Enthusiasm for the mission of the Exchange Network, including a solid understanding of Network guiding principles and a working knowledge of 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 who do not have direct accountability to the Coordinator or to each other;
- Experience working outside formal supervisory/management environments;
- Demonstrated experience in, or knowledge of, environmental or health information exchange systems at the state and federal levels.

Position Location and Travel Requirements

The Coordinator is a full-time position. The chosen candidate must have the ability to travel extensively within the U.S. (up to twice a month) at his or her own discretion to meet with Network governance groups, Network Partners, constituents, and potential new network partners.

The Coordinator must provide a suitable work environment in a location of his or her choice, most preferably in Washington, DC (other locations may be negotiable).

Employment Compensation and Contract

A competitive contract will be negotiated with the candidate (who is selected as the an independent contractor) and will include travel expenses, office/working environment costs, and personal compensation.

The initial contract period is expected to be two years, to begin on June 1, 2010. The contract will allow for extension or renegotiation based on mutual agreement.

Application Process

Please submit cover letter and resume via email to lgarrigan@sso.org no later than January 29, 2010.

The Environmental Council of the States and the Exchange Network are Equal Opportunity Employers.