



## Central States Air Resource Agencies Association

707 N. Robinson, P.O. Box 617, Oklahoma City, OK 73101  
Phone (405) 813-4300 Web: [www.censara.org](http://www.censara.org)

### **Central States Air Resource Agencies Association (CenSARA) Oklahoma City, Oklahoma**

#### **Job Opening for Executive Director**

OPENING DATE: May 9, 2017

CLOSING DATE: June 9, 2017

WORK HOURS: Full time.

SALARY: Negotiable.

BENEFITS: Paid holidays (currently based on the State of Oklahoma holiday schedule), sick and annual leave, paid health, life, and dental insurance.

TRAVEL: Representing CenSARA at various regional and national meetings will necessitate travel (average trips - 9-10/year).

LENGTH OF HIRE: Initial two-year contract with a six-month probationary period. The contract includes renewable options after the initial two-year period.

REIMBURSABLE EXPENSES: Negotiable.

#### **Organization biography:**

CenSARA was formed in 1995 as a non-profit organization through a collaborative effort that included air quality program directors of the eight states that comprise the central area of the United States (Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, Oklahoma and Texas). The organization is governed by officers and a board of directors consisting of the air directors of the states and one representative from the local agencies that receive federal funds for their air quality programs in each of EPA Regions 6 and 7.

CenSARA's mission includes promoting the exchange of air quality information, knowledge, experience, and data among and between our participating organizations and other interested parties. These actions are accomplished within the scope of air quality statutes and regulations with a focus on understanding and addressing common issues; promoting communication and cooperation among federal, state, and local agencies; and, supporting the membership with training and policy and technical projects.

CenSARA is a small organization (three employees) that leases space from the Oklahoma Department of Environmental Quality. The Director is the primary position for ensuring the organization's mission and goals as set by the Board of Directors are achieved.

**The roles and responsibilities of the Director include:**

- Leading and coordinating CenSARA's activities as directed through the Board's Strategic Plan.
- Managing resources (ex: staff and budgets) in an efficient and professional manner.
- Working with CenSARA staff and membership to identify and prioritize technical and training needs and managing activities to successfully complete projects.
- Ensuring grant requirements and conditions are met.
- Working with other regional and national organizations to share information, data, and meet common goals.
- Representing the organization in different forums as approved by the Board of Directors.

**Professional and educational qualifications:**

- Extensive knowledge and experience in air quality management, including, but not limited to legal, regulatory, policy, and/or technical areas. Knowledge and experience may be at the national, regional, state, and/or local levels. There is no preference for private or public sector experience.
- Strong management skills and experience, including strategic and budgetary planning and effectively managing staff.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.
- A college degree with emphasis in physical or biological sciences, business administration, management, legal studies, or relevant studies to the work of the organization.

**How to apply:**

Please send a cover letter, your resume and written responses to the attached core qualifications and skills no later than June 9, 2017, COB.

Electronic submittals are encouraged and may be sent to Theresa Pella at [tpella@censara.org](mailto:tpella@censara.org) and DeAnna Scofield at [dscofield@censara.org](mailto:dscofield@censara.org). If you submit a hard copy, please send to: CenSARA, Att: D. Scofield, P.O. Box 617 Oklahoma City, OK 73101.

