



KANKAKEE RIVER BASIN COMMISSION

6100 Southport Road Portage, Indiana 46368

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www.kankakeeriverbasin.org

Job Opening: Executive Director, Kankakee River Basin Commission

Employer: Kankakee River Basin Commission
Address: c/o Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368
Contact Person: Kevin Breitzke
Phone Number: (219) 465-3561
...or e-mail: kbreitzke@porterco.org
Job Location: Northwest Indiana with headquarters in Portage, IN
Job Duration: Full Time
Hours Per Week: 35
Work Schedule: 8:30 a.m. to 4:30 p.m., and as-needed
Pay Range: based on qualifications
Benefits: full benefits

Job Description:

The Executive Director of the Kankakee River Basin Commission (KRBC) serves as chief of staff for the eight county/24-member river planning agency, and provides support for carrying out the policies of the KRBC. In support of the KRBC, the Executive Director provides:

External Relationships/Program Advocacy

1. Develops favorable and supportive relationships with elected and appointed officials within the 8 counties which comprise the KRBC in Indiana.
2. Engages decision-makers in the identification and resolution of regional issues.
3. Fosters support for activities and programs sponsored by the KRBC with funding sources and regulatory agencies.
4. Monitors legislation of interest to the KRBC.
5. Develops proposals and advocates on behalf of positions endorsed by the KRBC with state and federal legislators and other decision-makers in Indiana and Illinois.
6. Publicizes information pertaining to the KRBC's programs and services.

Program Administration

1. Plans and coordinates meetings of the KRBC.
2. Maintains data and issues reports pertaining to KRBC meetings and performances
3. Plans, evaluates and monitors programs and services pertaining to the Kankakee River, the Yellow River, and the environment.
4. Identifies need for new programs and services.
5. Develops and implements changes to ensure the achievement of the KRBC's mission.
6. Provides counsel to the KRBC and responds to inquiries and request for action.

Financial Administration, in coordination with the KRBC Treasurer

1. Prepares annual budgets and coordinates with county auditors
2. Monitors performance against budgets
3. Maintains data and issues reports pertaining to budget and performance.
4. Identifies funding sources and pursues funding.
5. Maintains and monitors status of all assets.

Desired Qualifications:

A Master's degree or above with major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, land use or environmental law, public administration with an environmental emphasis, or closely related field,

AND

Two (2) years of professional experience in land use, urban, regional, environmental, or natural resource planning, and/or program development.

OR

A Bachelor's degree with major emphasis in land use, urban, regional, environmental, or natural resource planning, landscape architecture, geography, land use or environmental law, public administration with an environmental emphasis, or closely related field,

AND

Four (4) years of professional experience in land use, urban, regional, environmental, or natural resource planning, and/or program development.

Special Requirements/Conditions of Employment:

- Government Experience – experience working for a local, state, federal or tribal resource management agency in a planning, program management, policy, or regulatory capacity.
- Some fundamentals of financial management.
- Fluent English language writing and speaking abilities including grammar, punctuation, and spelling.
- Must possess a valid driver's license.