

Red River Valley Association

Job Description

JOB TITLE: Executive Director

SUPERVISOR'S TITLE: President of the Board of Directors

POSITION SUMMARY:

The role of the Executive Director is:

- To ensure that the Association continues to be recognized as the “go to” organization for educating those in Congress, federal agencies and the public on the importance of the civil works (Corps of Engineers) and agricultural (NRCS) programs to the Nation’s economic and environmental well-being.
- To increase the membership in the Association.
- To maintain the financial solvency of the Association.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following represents the majority of the duties performed by the position, but is not meant to be all-inclusive nor prevent other duties from being assigned when necessary.

- To effectively communicate with members of Congress and their staffs on water resource matters.
- To draft legislation, testimony and policy positions as well as analyze legislation.
- To effectively communicate with pertinent federal agencies on water resources issues.
- To represent the Association on boards, councils and panels, as requested.
- To serve as an effective liaison with other trade and waterway organizations, including message coordination.
- To serve as Association spokesperson with the press.
- To articulate the Association message through speaking engagements with trade and waterway organizations.
- To facilitate communication between Association members on issues of common interest.
- To facilitate Association member contact with Congressional offices and federal agencies.
- To effectively communicate Association issues with the Executive Committee, full Board and Membership.
- To plan programs for the Annual Convention, Texarkana Conference, Oklahoma Conference and Wichita Falls Conference, including themes, speakers and location.
- To lead and manage the Association, including recruitment of members and coordination of a uniform message to Congress and Federal agencies.
- To serve as the industry advisor for the Red River Valley in the four states of Louisiana, Arkansas, Oklahoma and Texas.
- To serve as editor of the Association newsletter and update bulletins.
- To supervise Association staff and review financial data.
- To manage and update the Association website.

ADMINISTRATIVE SKILLS

The position requires the ability to type and have knowledge of the workings of the internet and e-mail. It is possible that this position may be the only full-time employee; therefore, requiring the ability to assume all administrative duties, which include typing, wage & tax preparation, financial duties, etc.

FORMAL EDUCATION

The position requires a bachelor's degree in any engineering or business-related field. Organizational Management certifications are desirable. Prior work with the Corps of Engineers and/or Congress a plus. A professional engineer license is not required.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Telephone, copying equipment, computer and related software and peripheral equipment, calculator, video equipment and automobile.

WORKING CONDITIONS

There are no unusual working conditions associated with this position. A majority of the work is spent in a climate-controlled office environment. Much of the work is performed under time constraints that may require working extended hours. Frequent automobile and air travel is required. It will be possible to work from home.

ENVIRONMENTAL CONDITIONS

No environmental hazards are indicated for this position.

PHYSICAL DEMANDS - STRENGTH

WORKER POSITION - The worker is required to perform most work from a seated position. Work may involve walking or standing for brief periods of time.

MOVEMENT OF OBJECTS - The work is classified as sedentary with maximum lifting of 10 pounds associated with the movement of low weight materials.

PHYSICAL DEMANDS - TYPE

Fingering is required in the operation of the computer keyboard for typing.

Talking and hearing is required in the presentation of information to current or prospective customers and group audiences.

Near vision acuity is required in working with artist's graphics and proof-reading copy for print publications.

No special requirements are made on the other physical aspects of fulfilling the job.

**** See General Information on next page for the Region & Position**

FM: Rich Brontoli, RRVA, Executive Director, Cell: (318) 393-6207, rrva@rrva.org

Subject: Information for Interested Officers for RRVA, Executive Director Position

Following is information for consideration in a replacement for the Executive Director (ED) for the Red River Valley Association (RRVA).

- * The RRVA is a small non-profit organization with income sources from membership dues and conferences.
- * The Board of Directors are from the 4 states of LA, AR, OK & TX. They are hands off and rarely interfere with the ED. It is like running your own company – **It is like being a self-employed consultant**. We are currently working on a Corps approved feasibility study to extend navigation from Shreveport through Arkansas. We are also coordinating with Texas and Oklahoma for navigation from Arkansas to Lake Texoma.
- * A Professional Engineer license is not required.
- * A retired Corps of Engineer officer is desired for a number of reasons:
 - ** He/She would have Tricare for medical benefits.
 - ** Their retirement pay is a good supplement to RRVA pay, bonuses and mileage.
 - ** They know the Corps system and will know Division/District Commanders for a number of rotations.
 - ** Benefits (medical & retirement) are up to the ED – I opted to take all cash and invest myself.
- * Needs to be a self-starter and willing to roll up sleeves and work.
- * Needs to have the personality to get new members and form relationships with US Federal delegation members and their staff, Federal & State agencies, communities and industry.
- * Barksdale AFB is in Bossier City. Use of Commissary, BX, Gym and other facilities are available. They just got a 4 Star General billet, so it is secured from BRAC and should maintain its first class facilities.
- * Shreveport and Bossier City are only separated by the Red River. I live in Bossier City and my office is in Shreveport. Bossier City is about 75,000, Shreveport is about 180,000. The immediate region is 300,000. There is a symphony, opera, we get off Broadway plays, concerts and numerous festivals. There are 5 riverboat casinos that bring in entertainment.
We are 3 hours from Dallas, 4 hours from Houston and 5 hours from New Orleans.
- * Opportunities for a spouse to work in any field, especially medical, education, service and civil service on Barksdale AFB.
- * It has been a great family oriented job. Very flexible to attend school activities and get involved in the community. I coached my daughter's soccer team and involve in a number of service organizations. The schools are very good, as long as you get in the right school district. There are Catholic and Baptist private schools – from K to 12.
- * The cost of living is reasonable – Louisiana does NOT tax military retirement pay.
- * There is a full service VA hospital, LSU State hospital with Trauma 1 rating and a number of private/non-profit hospitals. We have been extremely satisfied with the quality of care available.
- * Business travel is mostly day trips, some overnight trips for conferences or meetings and 2 annual trips to Washington DC. I use my POV and get reimbursed the IRS rate.