

## **Columbia River Gorge Commission Executive Director Position Description**

The Columbia River Gorge Commission was established in 1987 through a bi-state compact approved by Congress in the creation of the Columbia River Gorge National Scenic Area (NSA). The National Scenic Area encompasses over 295,500 acres in Oregon and Washington along the Columbia River. The Commission is comprised of 13 members appointed by the Governors of Washington and Oregon, the six Columbia River Gorge counties, and the U.S. Secretary of Agriculture. The Commission develops and implements policies and programs that protect and enhance the scenic, natural, cultural and recreational resources of the NSA, while encouraging economic growth to occur within existing urban areas and allowing development outside urban areas consistent with resource protection. The Executive Director is hired and supervised by the Commission, and manages all Commission staff, volunteers, and contractors.

The Executive Director is a strategic leader who is be responsible for implementing the Management Plan for the National Scenic Area and building and maintaining relationships with all levels of government, business, communities, stakeholders, and the general public. The Executive Director must be motivated by a strong ethic and commitment to excellence in order to achieve the National Scenic Area mission. The Executive Director directs programs in a manner consistent with the mission, Commission policy, state and federal laws, treaties, and agreements with local, state, federal, and tribal governments.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

#### **A. Outreach and Education**

- Lead and clearly communicate the Commission's mission, authority, responsibilities, and challenges facing the NSA and Commission to the media, legislators, stakeholders, partners and general public
- Serve as the public face of the Agency and inform stakeholders and the general public about the Act, the Commission's role, and issues affecting the Commission's mission
- Build lasting and productive alliances with key individuals, organizations, businesses and agencies to advance the purposes of the National Scenic Area Act (Act) and the Commission's mission and foster greater understanding and support for the NSA
- Position the Commission as a respected, fair, and valued bi-state compact agency
- Improve the Commission's effectiveness through outreach and education, and by managing the Commission's budget to improve implementation of the Act

#### **B. Implement Commission Policies**

- Create an annual workplan to be approved by the full Commission
- Administer daily operations consistent with the Commission policy
- Develop policies and programs consistent with the Commission's workplan and long range goals
- Aid the Commission in developing goals and policies, both for general operations and for specific projects
- Maintain and keep current the operating rules of the Commission necessary to carry out the provisions of the National Scenic Area Act and the Bi-State compact.
- Support the Commission's decision making and work in serving as an appeals body.

- Establish goals for the agency, staff, and self that implement the Commission's priorities and goals in a transparent manner
- Work closely with agency legal counsel to develop and implement policies and procedures

**C. Provide Information**

- Share information in a timely and transparent manner
- Maintain close communication with Commission officers and members
- Provide clear and concise oral and written communications as needed to assure the Commission and public are informed of Agency actions and achievements

**D. Manage the Agency's Planning Functions**

- Represent and promote the long-term vision for the Gorge Commission in national, state, county and local affairs
- Direct planning services of the agency to meet the mandated responsibilities of the National Scenic Area Act, including:
  - Develop, maintain, monitor, and update the comprehensive Management Plan consistent with the National Scenic Area Act
  - Review county ordinances for consistency with the Management Plan
  - Prepare and administer a land use ordinance for any county not adopting its own ordinance
  - Review and update the Management Plan in accordance with National Scenic Area Act requirements
  - Review proposals to amend the Management Plan in the periods between Plan updates
  - Review applications for amendments to urban area boundaries
  - Monitor county and other implementing agencies' actions in the National Scenic Area
  - Certify applications for economic development grants and loans made by the Oregon and Washington Investment Boards
- Make recommendations to the Commission on appropriate planning actions to ensure compliance with the Act
- Manage a system of providing technical assistance to counties and other implementing agencies on issues specific to the Management Plan or National Scenic Area Act

**E. Manage and Grow the Agency's Finances**

- Maintain regular communications with both the Oregon and Washington legislative and fiscal offices
- Prepare and track the biennium budget in a timely manner, and provide regular and accessible financial updates to the Commission and state fiscal offices
- Gain approval from Oregon and from Washington legislatures for an operating budget on a biennial basis
- Document and organize agency budget to assist the Commission with policy decisions
- Establish and implement effective administrative budget controls and maintain agency accounts
- Provide oversight and manage third party contracts in compliance with best practices for third party vendors

**F. Manage Agency Staff**

- Lead, direct and inspire staff to perform with excellence

- Recruit, supervise, train, and evaluate the performance on an annual basis of all members of the professional staff. Delegate to staff as needed and manage staff workloads to achieve highest priorities of the workplan agreed upon by the Commission
- Ensure safe working practices and follow approved policies and procedures for the workplace

#### **G. Direct Intergovernmental Efforts**

- Maintain effective communications with federal, state, regional and local agencies and Tribal governments. Coordinate Commission work under the National Scenic Area Act with the U.S. Forest Service, counties within the National Scenic Area, the four tribes recognized in the Act, Federal and State agencies with jurisdiction or interest in the National Scenic Area, cities and ports in the National Scenic Area and all entities and organizations with interests in the National Scenic Area
- Provide information to federal and state legislators in Oregon and Washington to support the Commission's goals, budget, and priorities
- Lead the communication with the two Governor's Natural Resources Office staff to ensure programs are aligned with Governors' priorities as they relate to implementation of the Act

#### **H. Represent the Commission and the Agency**

- Speak for the Commission to news media and public forums on matters arising under the National Scenic Area Act
- Involve stakeholders at key points in the Commission's outreach decision-making process
- Resolve complaints consistent with Commission policy in a timely manner

### **DESIRED COMPETENCIES, SKILLS AND EXPERIENCE:**

#### *Education and Experience:*

- A Bachelor's degree or equivalent from an accredited university in conservation science, natural resources management or planning is preferred.
- At least eight years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies; b) development of long term and short range goals and priorities; c) program evaluation; and d) agency or organization-wide budget preparation
- At least seven years of directly related experience for large-scale complex program management and/or land use or natural resource planning and management

#### *Necessary Knowledge, Skills, and Abilities:*

- Demonstrated interpersonal and political skills, and experience working collaboratively with a variety of entities such as state and/or federal legislative bodies, local government, state and federal agencies, diverse stakeholder groups, and the general public
- Evidence of significant professional accomplishments
- Facilitation skills and a successful record of building collaborative long-term relationships, networks and cross-sector partnerships with diverse interests
- Strong and tactful communicator with excellent verbal and written communication skills
- Ability to create and manage a communications strategy, outreach and public engagement program involving diverse and potentially controversial issues
- Ability to balance competing interests and to build consensus, while staying true to the

mission of the Commission and constraints of statutory or other established policies and rules

- Ability to work efficiently and productively with a diverse Commission representing various viewpoints
- Experience and knowledge of sustainable economic development in the context of natural, scenic, cultural and recreational resource protection and enhancement
- Demonstrated experience with strategic planning, vision development, long term program development
- Experience leading a diverse workforce, inspiring and managing professional staff to implement programs
- Understand applications of science and technology to planning efforts
- Familiarity with the principles and legal aspects of land use planning (AICP)
- Demonstrated ability and experience working with Tribal Governments
- Ability to see the larger policy context of individual decisions
- Experience with establishing and evaluating program and staff performance measurements