



JOB POSTING: PROJECT DIRECTOR

Job Title: Project Director

Department: Eastern Regional Conference

Reports To: Eastern Regional Conference
Director

Location: New York, NY

FLSA Status: Exempt

Type of Position: Full-time

Reporting to This Position: None
(potential for part-time or temporary staff)

JOB SUMMARY

The Council of State Governments (CSG) is hiring a Project Director for the Northeast High-Level Radioactive Waste Transportation Project based in New York City. The Project is funded under Cooperative Agreements with the U.S. Department of Energy (DOE). The Project supports and works with a Task Force established in 1995 consisting of gubernatorial appointees and Legislative Liaisons from ten Northeastern States. The Project engages states in planning and developing policies for DOE's shipments of radioactive waste and materials. The Project's mission is to ensure that the views and needs of those states, concerning the present and future transportation of radioactive waste, including spent nuclear fuel, are considered by all involved federal agencies. Project activities include holding meetings, traveling to meetings and conferences, and gathering information and conducting analyses related to the safe and secure transportation of radioactive waste.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Implementing the Council of State Governments / Eastern Regional Conference's (CSG/ERC) cooperative agreements with DOE on the transportation of radioactive waste;
- Organizing, maintaining and supporting the Northeast High Level Radioactive Waste Transportation Task Force;
- Facilitating communication, the timely flow of information, and providing a forum for the exchange of information, comments, and concerns on the transportation of radioactive waste between states in the northeast region, DOE, and other federal agencies;
- Developing and updating appropriate regional transportation public information materials;
- Assisting DOE in planning for specific shipments of radioactive material in the region, while representing the states' interest in the region;
- Surveying northeast states on radioactive waste shipment policies, tracking and inspection requirements, emergency response preparedness and equipment and training needs;
- Preparing periodic progress reports for DOE under the terms of the cooperative agreements and;
- Making decisions on and oversee hiring of additional staff and/or contractors to assist with project tasks.

OTHER DUTIES & RESPONSIBILITIES

- Provide staff support to the Task Force including: maintaining correspondence and a working relationship with participants and encouraging participation in various activities;
- Participate in DOE Working Groups focused on radioactive waste transportation policies, plans, and operations;
- Comment on relevant policies, studies and initiatives of the Nuclear Regulatory Commission, the National Academies of Sciences, the Department of Energy, and the Federal Railroad Administration – among others;
- Maintain content on Project web page ;
- Perform routing and other transportation related analyses and/or oversee contractors providing these analyses;
- Represent the Northeast at Rad Waste Task Force regional and national meetings;
- Serve as liaison with other regional and national groups; and
- Write reports, position papers, articles and other documents for the Project
- Build credibility, establish rapport, and maintain communication with stakeholders at multiple levels, including those external to the organization.

SKILLS & ABILITIES

- Microsoft Office experience and proficiency is necessary as well as a general ability to learn computer programs/databases
- Knowledge of state government preferred
- Strong organizational, interpersonal, analytical, research, and both written and verbal communication skills required.
- Must be able to work well in a team environment with a professional work ethic with internal coworkers and external partners and members
- Must be able to meet deadlines and possess project management skills including handling multiple tasks and responsibilities

EXPERIENCE REQUIREMENTS

- A total of five years minimum relevant work experience of which at least 3 years of experience is in state government, either in a state energy, environment or transportation agency, or in a senior public policy management position; additional work experience may be in the private sector, in the energy or environment field, or in a private sector trade association.

EDUCATION REQUIREMENTS

- Bachelor's degree in public policy, political science, or a related field required. A graduate degree in relevant field is preferred.

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with external partners through meetings and coordination of

project efforts.

- Frequently views the computer to perform tasks including research, writing, and generating reports.
- Frequently remains in a sitting position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally walks throughout office and at meetings venues.
- Seldom lifts objects such as with weight up to 25 pounds such as paper boxes and meeting materials.

APPLICATION INSTRUCTIONS:

Interested individuals should apply at www.csg.applicantpro.com.

1. Cover letter
2. Resume
3. Names and contact information for references

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

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