



CHESAPEAKE BAY COMMISSION

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POSITION DESCRIPTION **MARYLAND DIRECTOR** **CHESAPEAKE BAY COMMISSION**

JOB APPLICATION

Deadline: February 14th, 2025

Send personal statement, resume, and writing sample to jdieux@chesbay.us.

POSITION: MARYLAND DIRECTOR

The Chesapeake Bay Commission is seeking a highly motivated, creative individual to serve as its Maryland Director. The Maryland Director is responsible for representing the Chesapeake Bay Commission, and more specifically, the members of the Maryland Delegation, on all Chesapeake Bay-related matters. The position is directly responsible to the Executive Director and shall assist and coordinate on science, policy, and legislative matters. This position is a full-time employee of the Commission and shall be considered an employee of a participating governmental unit in the state of Maryland for the purposes of pension benefits under Division II of the State Personnel and Pensions Article and for the purposes of health insurance and other employee benefits.

THE CHESAPEAKE BAY COMMISSION

The Commission is a tri-state legislative body dedicated to the restoration of the Chesapeake Bay. The Commission works with the General Assemblies of Maryland, Pennsylvania, Virginia and the U.S. Congress to develop sound policies and law related to the Chesapeake Bay. The Commission provides information and advice on Chesapeake Bay issues to the members of the three General Assemblies.

The Commission is one of the signatories to the *Chesapeake Bay Watershed Agreement*, along with the governors of each watershed state, the mayor of the District of Columbia, and the administrator of the U.S. Environmental Protection Agency. The *Agreement* serves as the framework for the multi-jurisdictional Chesapeake Bay Program. As a signatory, the Commission serves as a leader of the Chesapeake Bay Program and is fully involved in all Bay Program policy and implementation decisions.

The Commission maintains a staff of five full-time employees. The Executive Director, Administrative Officer, and Maryland Director are based in the headquarters office in Annapolis, Maryland. The Pennsylvania Director and the Virginia Director each maintain offices in the Harrisburg and Richmond capitol complexes. All employees are responsible for both regional and state-specific work, as assigned by the Commission members and its Executive Director.

JOB RESPONSIBILITIES

The Maryland Director will develop policy recommendations and provide staff support to the state legislators, agency representatives, and citizens serving as Commission members. Specifically, this individual will: directly staff the Maryland Delegation to the Commission, support implementation of Delegation initiatives, and identify and research policy opportunities for Commission action; maintain contact with and monitor activities of the Maryland General Assembly, Maryland regulatory agencies,

public interest groups, industry representatives and civic associations on Bay-related matters; assist with Commission-sponsored legislation and funding proposals and testify on legislation of interest or concern to the Commission; and assist with all details of Commission operations, including researching and analyzing environmental issues, planning for and presenting information at quarterly meetings, and regularly briefing members on staff activities.

The Maryland Director will also be directly responsible for: co-authoring and editing the Annual Report and other Commission publications; representing the Commission for Chesapeake Bay Program meetings and activities, including serving on various Bay Program Goal Implementation Teams and Ad-Hoc Workgroups; and working cooperatively with state and federal agency partners on a variety of regional initiatives.

PROFESSIONAL EXPERIENCE, EDUCATION AND QUALIFICATIONS

The Maryland Director is a senior position requiring possession of a minimum of a bachelor's degree from an accredited college and five or more years of full-time professional experience in environmental policy and legislative or regulatory matters. A master's degree or J.D. may be substituted for experience. The Maryland Director should have experience managing project development and implementation independently, and have strong organizational skills, demonstrated personal initiative, the ability to prioritize tasks and an aptitude for working with a broad range of issues and diversity of stakeholders. Proficient writing and public speaking skills and a familiarity with the Maryland General Assembly, Maryland natural resource agencies, Chesapeake Bay Program, and/or the U.S Congress is desirable.

SALARY RANGE

The salary range for a state director position is between \$90,000 and \$115,000 per year, commensurate with experience. Applicants are encouraged to indicate their compensation requirements in their application materials. Commission staff generally follow a standard, forty-hour work week with flexible telework opportunities. Additional time (evenings and weekends) may be required during the Maryland General Assembly session and for quarterly Commission meetings; some overnight travel within the watershed is also anticipated. The Commission offers a comprehensive state benefits package including vacation, personal and sick days; state-recognized holidays; medical, prescription, dental and vision coverage; as well as participation in a defined-benefits pension plan and two supplemental retirement plans.

EQUAL EMPLOYMENT OPPORTUNITY

The Commission and its work are made richer by the diversity of perspectives among its members and staff. It is the policy of the Commission to provide all applicants for employment and all Commission employees with equal opportunity regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or veteran status in all matters related to employment and to treatment on the job.

APPLICATION PROCESS

Applicants should submit a personal statement summarizing both interest and qualifications for the position, a resume, and a writing sample. If selected for an interview, three references will be requested. Further information can be sought by calling 410-263-3420 or e-mailing jdieux@chesbay.us.