Executive Director, Meadows Center

Job Code 50018695

General Description
Responsible for overseeing freshwater research and educational outreach at the Meadows Center for Water and the Environment.

Examples of Duties
Coordinate university policy and research related to freshwater sources.
Manage the headwaters of the San Marcos River.
Administer the freshwater environmental education program.
Supervise the training and coordination of more than 1000 volunteer water monitors in rivers and streams throughout the State.

Knowledge, Skills, and Abilities
Knowledge of:
- university policies and procedures; faculty and staff rules and regulations.
- Knowledge regarding water related issues, laws, regulations, policies, and guidelines.

Skill in:
- preparing clear, concise, and grammatically correct reports, letters, and other materials;
- establishing rapport with a variety of employees at different levels at university, creating program policies and procedures, coordinating effective management of projects; operating a personal computer and related software.

Ability to:
- read and interpret technical documentation; perform advanced math; delegate responsibilities to others; explain policy and procedures; develop and implement training courses.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements