The Department of Environmental Conservation is seeking a Director for the Division of Spill Prevention and Response.

This is a partially exempt position under the general administrative direction of the Commissioner or Deputy Commissioner and is the principal executive officer for the Division. The Director has substantial responsibility for policy development and implementation and for administering a $20 million annual operating budget with 145 staff in 9 offices locations.

Job Description:
The mission of the Division of Spill Prevention and Response is to protect public safety, public health and the environment through oil and hazardous substance release prevention, preparedness and response. The mission is executed through four programs:

Prevention and Emergency Response Program: Implements government prevention, planning and preparedness and responds through three geographic emergency response teams to oil and hazardous substance releases within the state to protect public health and the environment from the direct or indirect effects of spills, guard the safety of the people involved, undertake or confirm cleanup, mitigate spill impacts, ensure restoration of the environment and recover state incurred costs from responsible parties.

Industry Preparedness Program: Ensures through review of oil spill contingency plans, financial responsibility, inspections and drills that producers, transporters and distributors of crude oil and refined products prevent oil spills and are prepared materially and financially to respond to cleanup spills.

Contaminated Sites Program: Oversees cleanup of all contaminated sites in Alaska through assessment, cleanup and monitoring to mitigate public health and environmental impacts, ensure reuse or redevelopment of contaminated properties and recover state incurred costs from responsible parties.

Response Fund Administration: Manages the Oil and Hazardous Substance Release Prevention and Response fund for the state’s spill prevention and response programs. Provides administrative support to division programs. Prepares the Biennial Response Fund Report and manages all cost recovery activities.
Key Responsibilities:

- Manage the Oil and Hazardous Substance Release Prevention and Response Fund as a viable, sustainable long term funding source for the state’s spill prevention and response programs.
- Lead the state’s response to spills of oil and hazardous substances.
- Implement the Incident Command System for spill response and oversee adequate spill cleanup, mitigation of impacts and restoration of the environment.
- Plan, prepare and coordinate the Statewide Hazardous Materials Response Team.
- Conduct and participate in industry and government response drills and exercises.
- Maintain the State Master Plan and Regional plans for oil spill response.
- Conduct inspections, drills and exercises at regulated facilities.
- Review and approve oil spill contingency plans and financial responsibility requirements for regulated facilities and establish Best Available Technology.
- Register oil spill primary response action contractors.
- Identify, assess, rank, prioritize and track all contaminated sites in Alaska.
- Oversee cleanup and long term monitoring of contaminated sites.
- Conduct risk based cleanups and provide technical assistance.
- Establish and maintain cleanup standards and risk based methodologies.
- Plan division objectives and specific methods for meeting objectives.
- Manage and supervise all the activities and decisions of the division as the final division authority, supervise programs and personnel, direct all work of the division and oversee all administrative, budget and contractual functions.
- Direct the preparation, proposal and revision of legislation, rules, policies and procedures related to spill prevention and response.
- Manage division resources to protect public health and the environment through safe handling of oil and cleanup of spills and contaminated sites.
- Develop and manage capital improvement projects for spill planning, preparedness and response and contaminated site cleanup.
- Coordinate division activities with other divisions within the department, outside agencies and federal, state and local government.
- Provide periodic report and information as needed by the Alaska Legislature, Commissioner’s Office or administration.
- Lead, conduct and make recommendations on division goals and policies, regulations, short and long term planning and execution of program or service delivery.
- Manage the development and implementation of policy changes in response to changes in appropriations or other legislated changes.
- Analyze external trends and events affecting the division’s operations.
• Monitor and evaluate developments in new technologies, standards and other jurisdictional requirements and analyze the implications and consequences to determine what impacts on the state’s spill prevention and response programs.
• Manage and supervise the division’s Contaminated Sites, Industry Preparedness, Prepare and Emergency Response and Response Fund Administration programs.
• Develop and maintain partnership agreements with the university, state and federal agencies, local governments, and other organizations in support of spill prevention and response.
• Develop strategies and programs for responding to emerging spill prevention, planning preparedness, response and cleanup for aging oil infrastructure, offshore drilling, legacy contaminated sites, expanded shipping and new oil and gas drilling.

The ideal candidate will possess the following knowledge, abilities, and experience. Please document these qualities in your applicant cover letter.

1. Thorough knowledge of federal and State statutes and regulations related to oil and hazardous substance spill prevention and response and contaminated sites cleanup.
2. Demonstrated knowledge of the technical and procedural requirements for spill prevention and response and contaminated site cleanup.
3. Demonstrated knowledge of the principles and practices of budget development and financial management.
4. Demonstrated skills in researching and analyzing problems and issues, developing potential resolutions along with their costs and benefits, determining the legality and feasibility of proposed options, identifying a best course of action, identifying the necessary resources, building support for that change and effectively communicating all information to those tasked with implementation of the change.
5. Demonstrated skill and experience in organizing, evaluating and presenting information, orally and in writing, to a broad variety of individuals under sometimes adverse or stressful conditions, tailoring the communication to the audience.
6. Demonstrated ability to determine priorities, formulate short and long term goals and objectives with accompanying organizational and operational plans, monitor progress, and adjust resources to accomplish objectives.
7. Demonstrated ability to prioritize multiple demands, delegate appropriate work, and motivate, direct, review and evaluate the work of others.

If you feel you embody these strengths, then we want to hear from you.
We offer the following starting benefit package:

- Health insurance, which includes employer contributions toward medical/vision/dental;
- Employer paid $2000 Basic Life insurance with additional coverage available;
- Optional long and short-term disability plans;
- Optional dependent and health care flexible spending accounts;
- Retirement programs with a wide variety of investment options;
- Vacation leave of 2 days per month, with an accrual rate increase based on time served;
- 11 paid holidays annually.

No deadline for applications has been set. However, we encourage those interested to apply by March 31, 2013.

We hope to fill the position by April 30, 2013.

How to apply:
Submit the following:

1. A cover letter documenting how you meet the seven “knowledge, skills, and abilities” identified above; and
2. A current resumé.

Send or email to:

Lynn J. Tomich Kent
Deputy Commissioner
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, Alaska 99811-1800

Lynn.Kent@alaska.gov