



**Position Description
EXECUTIVE DIRECTOR
S.C. SEA GRANT CONSORTIUM**

I. Description of Position

- A. Primary purpose of the position.** The Agency Head is responsible for overall planning, coordination, and implementation of the agency’s operations and programs, serves as the principal development and grantsmanship officer, principal legislative liaison and principal public spokesperson for the agency, and is responsible for the coordination and management of more than fifty grants, several major multi-disciplinary, multi-institutional programs, and the agency's state budget and federal Sea Grant core program.

- B. Describe your involvement in strategic planning or setting the strategic direction of your organization.** The Agency Head is directly responsible for overseeing the agency's strategic planning and implementation process. The Agency Head sets the strategic direction for agency programs, activities, and efforts based on input solicited from the agency's diverse constituencies and stakeholders. The Agency Head established a Program Advisory Board (PAB) to provide strategic advice and guidance to the agency; members of the PAB represent state and federal government, academia, non-profit organizations, and the private sector. The Consortium Board of Directors reviews and approves the agency’s strategic plan, which is usually updated every four to five years.

- C. Major Accountabilities:** List in order of importance the major activities that you perform, then describe the end results that you are expected to achieve and the primary indicators of success. Indicate for each activity the approximate percentage of time required.

Job Activities:

Activity 1	End Results Expected and Indicators of Success	% of Time
Coordinate planning and development of Consortium research, education and outreach programs that meet the needs of the Consortium’s diverse constituencies while taking advantage	Strategic plan, based on constituent input and Sea Grant priorities, in place and continually updated; implementation plan with milestones; all milestones tracked and evaluated; successful delivery of information to target constituencies;	20%

of the expertise and capabilities of the faculty and staff of its member institutions.	number of businesses served, created, and/or saved; number of jobs created and/or saved; number of students trained (workforce development); rated “excellent” by the National Sea Grant College program office as result of four-year external Site Visit team evaluation.	
Activity 2	End Results Expected and Indicators of Success	% of Time
Prepare and present annual state budget requests to the Governor’s Office, the House Ways and Means Committee, and the Senate Finance Committee for agency recurring funds.	Funds requested vs. funds secured from state of South Carolina on annual basis.	10%
Activity 3	End Results Expected and Indicators of Success	% of Time
Coordinate the development and submission of competitive proposals to achieve agency objectives and seek non-state sources of funding.	Amount of non-state funding secured year-to-year; continuous pursuit of funding opportunities; number and nature of partnerships developed to secure funding for priority research and outreach needs; return on investment (ROI) of non-state funding to state appropriations.	20%
Activity 4	End Results Expected and Indicators of Success	% of Time
Provide adequate and proper budgetary and program management oversight.	Preparation and success rate of state budget requests and federal grant proposal submissions; successful state and federal audit results; evaluation of agency operations and management based on the agency's performance measures and metrics targets as outlined in its strategic plan; quality of agency programs and activities based on external peer review and external panel review processes; results of external evaluations conducted by the NOAA National Sea Grant College Program office.	15%

Activity 5	End Results Expected and Indicators of Success	% of Time
Recruit, manage and train a highly technical, competent, and diverse staff that works well with representatives of federal, state and local governments, universities and research laboratories, educational institutions, scientific organizations, stakeholder groups, and the general public.	Conduct regional and national searches for staff when necessary; EPMS process; encourage professional development opportunities for staff; retention rates for trained staff.	10%
Activity 6	End Results Expected and Indicators of Success	% of Time
Develop and manage long-range research and outreach programs that are targeted towards special state and regional needs (e.g., land use-ecosystem interactions, coastal natural hazards, community resiliency, climate change, ocean observations; offshore ocean uses).	Conduct workshops to develop initiatives; success rate for multi-investigator and multi-institutional proposals; nature of partnerships developed to implement long-range programs; nature and success of state and regional partnership efforts initiated by Consortium.	15%
Activity 7	End Results Expected and Indicators of Success	% of Time
Provide consultation to state and local officials, the General Assembly, and the S.C. Congressional Delegation on coastal and ocean resource use, management, and conservation issues.	Responsive to information requests; knowledge of executive and legislative processes.	5%
Activity 8	End Results Expected and Indicators of Success	% of Time
Facilitate and foster dialogues between and among representatives of similar and diverse organizations and sectors on issues of mutual interest and/or conflict in search of resolution and win-win situations.	Successful conclusion of discussions with action items identified and acted upon to the mutual benefit of all.	5%



- D. Who are the primary customer groups or stakeholders within or outside the agency with whom the Agency Head has primary working relationships? What is the nature of the work with each?** Office; state university faculty staff; the state Congressional Delegation; the S.C. General Assembly; the National Sea Grant College Program (NOAA); the Sea Grant Association; international, national, regional, state and local officials; various professional organizations; public interest groups, and representatives of the private sector (development, retail, agriculture, fishing, maritime commerce).

The Agency Head engages in collaborations with these organizations on a number of stakeholder/constituent-driven topics, including coastal, ocean, and ecosystem processes; fisheries and aquaculture; climate and coastal hazards; community resiliency; sustainable economic development, scientific literacy and workforce development; and legal and policy issues regarding coastal and marine resources utilization and conservation. To address these wide-ranging issues, the Agency Head must develop and submit for consideration competitive proposals to support multi-institutional and multi-disciplinary cooperative efforts, and procure grant funds to undertake these efforts. The Governor's Office and the General Assembly frequently request specific information or services; Federal, state and local officials require and seek scientifically-derived information and technical assistance concerning coastal and marine resource issues and problems within their mandates. The general public, school teachers, students, and other S.C. citizens regularly request information from the Consortium on the state's coastal and marine resources. The Agency Head must also maintain close working relationships with a diversity of user groups, primarily through the establishment of advisory committees and working groups. These groups, such as its Program Advisory Board, provide input into the agency's planning process, and also represent constituencies that receive agency services and products. The Agency Head also makes numerous presentations to public, private, and professional organizations and associations.



E. Decision-making: Describe typical decisions that the Agency Head is required to make, and what decisions are referred to others.

Decisions made: The Agency Head:

- (1) sets the programmatic direction for the agency, and establishes the standards and criteria upon which the agency operates;
- (2) initiates and oversees the development of new programs and activities for the agency;
- (3) determines the agency's annual budget request and presents it to the Consortium Board, the Governor's Office, the State Budget Office, and the S.C. General Assembly;
- (4) reviews and approves all extramural funding proposals for new program activities from Sea Grant, federal, and other sources;
- (5) conducts budget negotiations on all externally funded programs and activities (approximately 88% of the agency's funding is non-state, consisting of mostly competitive grants);
- (6) serves as Principal Investigator on all extramural research and outreach grants that are awarded to the Consortium;
- (7) interviews and hires those positions directly reporting to him/her, is involved in planning for all Consortium staff positions, and makes all final staffing decisions. Ultimately, the Agency Head oversees and is responsible for all activities of the agency.

Decisions referred to others: The Agency Head delegates the following day-to-day decision-making responsibilities:

- (1) HR management;
- (2) office administration;
- (3) administrative oversight (day-to-day);
- (4) standard accounting and purchasing;
- (5) project management and reporting;
- (6) communications and Sea Grant Extension Program planning and implementation; and
- (7) maintenance and updating of the Consortium's IT system.

II. Organization

Give a brief description of the function(s) of each position reporting directly to the Agency Head.

Job Title	Function
Executive Assistant/Office Manager	Supports the Agency Head by keeping schedules, making arrangements, setting up meetings, serving as note-taker for board meetings, handling correspondence and communications; Serves as agency office manager.
Assistant Director for Development and Extension	Assists the Agency Head with development and leadership of the agency's major program initiatives and in the conceptualization of new program initiatives; Provides the Agency Head with management and planning support for the S.C. Sea Grant Extension Program and other agency technology transfer and training activities.
Assistant to the Director for Administration	Provides the Agency Head with policy and administrative recommendations regarding personnel, fiscal, and all information regarding business management of the agency; Manages the day-to-day administrative activities of the agency; Currently manages the agency's IT systems with assistance of the state's CIO .
Program Manager/Fellowship Coordinator	Provides coordination of the agency's strategic planning process; assists the Agency Head with program management and administrative assistance regarding research, development, and other agency activities once awards are made; manages the agency's proposal solicitation and review process; manages the agency's program and project management information and reporting system; manages the agency's undergraduate and graduate fellowship programs.
Public Information Director	Manages the agency's communication and education services program, involving preparation and production of information materials, brochures, and reports based on agency research and outreach programs; maintenance of the agency's Web site; liaison with the media.