

**CONFERENCE of RADIATION CONTROL PROGRAM DIRECTORS, Inc.  
(CRCPD)**

**Job Description for Executive Director  
Board Approved December 2006**

**FUNCTIONAL STATEMENT**

Serves as Executive Director for the Conference of Radiation Control Program Directors, Inc. (CRCPD). Under general direction of the Conference Board of Directors, manages, directs, and operates a central headquarters office for CRCPD activities. Advises the CRCPD Board of Directors of technical and administrative issues affecting radiological health and state and local radiation control programs.

**REGULAR DUTIES**

- Manages and directs a central headquarters office for CRCPD technical and program administrative activities.
  - Oversees staffing, including hiring, of the CRCPD office and establishment of internal operating policies and procedures.
  - Directly supervises the Executive Office Manager and gives general direction to and coordinates the technical work of the technical staff through the Executive Office Manager.
  - Analyzes, formulates, justifies, and administers long and short-range budgets for the CRCPD.
  - Allocates and manages resources within the CRCPD budget.
  - Expends funds as approved by the Board of Directors.
  - Responsible for the technical quality of internal documents.
- Interacts with Board of Directors on Technical Issues Involving the CRCPD
  - Oversees the implementation of all Board of Directors directives and policies.
  - Serves as ex officio member to the Finance Committee and to the Annual Meeting Program Committee.

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- Performs other managerial, technical, or administrative duties as delegated by the officers of the CRCPD.
- Develops, and recommends administrative policy governing the activities of the CRCPD.
- Recommends changes in CRCPD program operations and policies to the Board of Directors.
- Participates in the development of the agenda for meetings of the Board of Directors.
- Ensures implementation of actions taken by the Board of Directors.
- Point of contact for technical issues
  - Provides interaction for the CRCPD with various governmental, professional, industrial, and private groups in areas of interest and concern to the CRCPD.
  - Prepares written testimony on technical issues for Board of Directors and members as requested.
  - Prepares and presents testimony before Congress and other governmental officials as requested.
  - Works with the Past Chairperson in the development of the technical program agenda for the CRCPD annual meeting.
  - Provides informational services concerning technical radiation protection to the CRCPD membership.
- Prepares and submits applications for grants and/or contracts for the CRCPD.
  - Initiates discussions and negotiates funding contracts, grants, and cooperative agreements with Federal agencies and other appropriate potential funding sources.
  - Reviews final contract, agreement or grant documents and authorizes implementation of the contract, agreement or grant.
  - Oversees the administration of successfully negotiated grants and contracts.

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**CONTACTS**

- Regular contact with Executive Office Manager to counsel and advise on work related matters.
- Frequent contact with members of the Board of Directors to plan, organize, and coordinate meetings, recommend administrative policy governing the activities of the CRCPD, and justify long and short-range goals and objectives.
- Frequent contact with stakeholders and organizations, particularly governmental agencies, associated with radiation protection, to discuss their concerns and issues relating to radiation protection, and areas that relate to contracts and grants.
- Provide feedback to council chairpersons to facilitate planning, coordinating, and organizing programs and activities carried out by these groups.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated tact and diplomacy required.
- Bachelor's degree in a scientific, engineering or medical field (advanced degree preferred).
- 5 years' experience working with State Radiation Control Programs.
- 3 years of supervisory/management experience.
- Knowledge of state Radiation Control Program functions.
- Knowledge of operational health physics.
- Ability to seek out, prepare and negotiate grants, contracts and cooperative agreements.
- Ability to travel extensively.
- Ability to effectively communicate and to make oral and written presentations.
- Ability to work with computer systems.

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**PHYSICAL DEMANDS**

- The position places no unusual physical demands on the incumbent.
- Incumbent must be able to perform these functions with or without reasonable accommodations.

**GUIDELINES AVAILABLE**

Guidelines include the Articles of Incorporation, Constitution and By-Laws of the CRCPD, statements of policy of the Board of Directors, Federal rules and regulations, standards and policies.