



POSITION ANNOUNCEMENT
Executive Director
Division of Hydrologic Sciences
Position #40-001
Rank III or IV

The Desert Research Institute (DRI), the non-profit environmental research institution of the Nevada System of Higher Education (NSHE), strives to be a leader in environmental sciences through the application of knowledge and technologies to improve people's lives throughout Nevada and the world. Research activities (about \$45 million annually) are funded almost exclusively through competitively awarded grants and contracts from federal, state, local, private, and international agencies. The state of Nevada provides financial support for some of DRI's administrative functions including the Executive Director position.

DRI has two main campuses in Reno and Las Vegas, NV with satellite research facilities in Boulder City, NV and Steamboat Springs, CO. DRI comprises three research Divisions: Hydrologic Sciences, Earth and Ecosystem Sciences, and Atmospheric Sciences. Research faculty are associated with specific divisions, each of which is administered by an executive director. DRI also contains four interdisciplinary research centers designed to foster cooperative and integrated research across the institute. DRI campuses include state-of-the-art research facilities such as six-sided advanced visualization (CAVCaM), large-scale ambient (SEPHAS) and ecologically controlled (EcoCELLS) lysimeters, high altitude research laboratory (Storm Peak), as well as multiple smaller laboratories that support various aspects of DRI's environmental research.

The mission of the **Division of Hydrologic Sciences (DHS)** is to improve society's fundamental knowledge and understanding of hydrologic systems and to encourage more effective and efficient management of water resources. Faculty within DHS support this mission through a highly diversified research portfolio focused primarily on surface water hydrology, hydrogeology, groundwater flow and transport modeling, sediment transport, cryosphere (ice/polar group), ecological engineering, limnology, vadose zone hydrology, geomorphology, geochemistry and water quality, coupled with an expanding emphasis on climate change, environmental sustainability, and implications for human health and ecology. Visit <http://www.dri.edu/dhs> for more detailed information on DHS research activities. The Division's scientific interests involve the natural and human factors that influence the availability and quality of water resources. Nevada is the driest of the 50 states, circumstances that focus a portion of our research on the nature of and processes affecting water resources within the state. The scientific areas currently encompassed by the Division reflect issues and concerns common to arid developing regions worldwide. Consequently, the scope and relevance of this research extends well beyond the borders of Nevada and the nation.

In addition to their research, many DHS faculty hold joint appointments in water resource-related academic programs at UNR and UNLV, where they teach undergraduate and graduate courses and advise M.S. and Ph.D. graduate students. During the past five years, over 100 graduate students have been employed on DHS projects. The Institute is able to draw upon the variety of expertise available within the University System and to involve faculty and students in collaborative research efforts.

DHS has approximately 75 faculty and support staff and 35 graduate research assistants and hourly employees. Approximately two-thirds of our personnel are located at the Northern Nevada Science Center (NNSC) in Reno, and the remainder at the Southern Nevada Science Center (SNSC) in Las Vegas. DHS conducts more than \$12 million of research annually, with an administrative operating budget of \$1.8 million. The Division has considerable flexibility in the allocation of funds for various Division functions and initiatives.

POSITION DESCRIPTION

The DHS Executive Director is a state funded position that reports to the Executive Vice President for Research (EVPR). The primary function of the DHS Executive Director is to support, facilitate, and expand Division research activities through leadership that augments and enhances the Division's multi-disciplinary scientific skills. Responsibilities include supporting the scientific and programmatic needs of the Division and its faculty; developing and maintaining knowledge of Division research faculty expertise and areas of research interest; leveraging that knowledge to promote and facilitate research with external sponsors of funded research; ensuring DHS faculty and staff compliance with institute policy and procedures; performance-based evaluation of Division faculty and staff; coordination of Division research and administrative tasks with the EVPR and other Division Executive Directors within DRI; facilitating cooperation in teaching and research with related departments at UNR and UNLV; representing DRI to sponsors and government agencies and executing administrative responsibilities for the Division. Specific tasks required of the position include:

- **Leadership Responsibilities**

- Assess the research strengths, weaknesses, and capacity of the Division; identify the probability of funding areas of research in order to guide the strategic hiring of new Division faculty and staff.
- Provide leadership and direction to integrate Division strengths and encourage synergistic interactions among Division scientists.
- Develop and implement strategies that lead to building teams capable of competing at a high level by leveraging the inherent strengths of the Division and fostering collaboration among faculty members from all DRI Divisions as well as scientists external to DRI.
- Utilize consensus building skills to optimize faculty participation in DRI-wide endeavors.
- Provide direction to individual faculty to maintain high morale and assist in program development.
- Utilize consensus building skills to optimize faculty participation and acceptance with administrative endeavors.
- Interact with funding agencies to market DHS' capabilities and foster collaborative efforts with other institutions.
- Prioritize allocation of Division funds for development of externally funded research programs.
- Participate in the overall DRI leadership team and assume other assignments, as necessary, for determining new activities in the context of institute strengths and the issues facing the nation and world support Vice-president for Development efforts and assume other duties as needed.

- **Management and Division Representation**

- Address human resources issues, such as annual evaluations of faculty, approval of staff evaluations, mentoring, and recommendations of faculty for promotions and awards. Lead efforts to recruit highly qualified diverse faculty and staff.
- Work with Division Business Managers to establish revenue projections, set budget priorities, allocate Division funds, and coordinate fiscal affairs with the Senior Vice President for Finance and Administration.
- Benchmark Division-wide trends in scientific products such as peer-reviewed publications, reports, proposals, and patents.
- Develop strategies to enhance retention of faculty through incentives that reward success in developing externally funded research programs and peer-reviewed publications.
- Possess a broad base of knowledge and interest in the areas of research being conducted by the Division in order to accurately represent the Division to the both the public and various funding entities.
- Interact with DRI and NSHE leadership to ensure continued collaboration within the NSHE system.
- Ensure compliance with DRI/NSHE policies and with state and federal regulations.
- Ensure optimum utilization of existing equipment and facilities. Prioritize on-going facilities' needs and advocate for additional resources where necessary including through the pursuit of extramural funding.

REQUIRED QUALIFICATIONS

- Ph.D. or equivalent graduate degree from an accredited institution in hydrology, hydrogeology, water resources, environmental engineering, aquatic geochemistry, or professional experience commensurate with an advanced degree.
- Ability to supervise/manage budgets for organizations similar to DHS.
- Ability to supervise/manage personnel and human resource functions and issues.
- Evidence of innovation and success in building and leading research programs in governmental, private sector, or university settings.
- Evidence of successful administration in an environment in which a significant portion of funding comes from extra-mural competitive grants and contracts.
- Demonstrated strong interpersonal, collaborative, and written communication skills.
- Broad understanding of hydrologic sciences.

- Record of peer-reviewed publications.
- Any applicant must be a citizen of the United States and be able to obtain and maintain both US Department of Energy “Q” and US Department of Defense Top Secret clearances, which may require a background investigation by the Federal government with possible subsequent re-investigations.

STRONGLY PREFERRED QUALIFICATIONS

- Direct experience in the soft-money research environment, such as in a national laboratory, university institute, or internationally recognized consulting firm.
- Examples of creativity in identifying research issues and pursuing research avenues that enhanced a similar organization’s prestige and financial standing.

CONDITIONS OF EMPLOYMENT

The successful candidate will be offered the position contingent upon passing a mandatory test for the absence of any illegal drugs as defined in 10 CFR 707.4 as well as satisfactory credit, criminal and background checks.

The individual who is offered and accepts this position must provide, within 30 working days following his/her start date of the position, a copy of the transcript(s) of the highest degree he/she acquired, as awarded by an accredited institute as recognized by the United States Department of Education and/or the Council on Higher Education Accreditation (CHEA).

SALARY/BENEFITS

Starting salary is commensurate with experience and education. DRI offers a benefits package that includes medical, dental, vision, life and long-term disability insurance; 12.25% matching retirement by DRI with retirement options through TIAA-CREF, Valic and/or Fidelity; paid annual and sick leave, 11 paid holidays; and tuition reduction at NSHE institutions for employee, spouse and dependents (<http://www.dri.edu/employee-benefits>). Additionally, there is no state income tax and no social security deduction.

APPLICATION/REVIEW PROCESS

To ensure full consideration, your application materials must **refer to position #40-001** and include:

- 1) A cover letter detailing your qualifications;
- 2) A summary of your career interests and goals;
- 3) A current curriculum vitae; and
- 4) Contact information for three professional references.

Send materials by email (preferred) to: Human Resources at recruit@dri.edu with MSWord or PDF compatible attachments; for further information regarding the application process, you may contact Kelsey Carter, kelsey.carter@dri.edu or 775-673-7332.

In lieu of email submission, written application materials may be directed to:

Desert Research Institute
 Human Resources Office
 c/o DHS Executive Director search
 2215 Raggio Parkway
 Reno, NV 89512

Review of applications will begin immediately and continue until the position is filled; however priority will be given to applications received by January 27, 2012. Applications will be treated confidentially until the final stages of the search process. References will be contacted at a later date with the permission of the applicant.

For more detailed information about DRI, please visit us at www.dri.edu.

The Desert Research Institute is an Affirmative Action / Equal Employment Opportunity employer, and employs only U.S. citizens and persons lawfully authorized to work in the United States.