

### NETTCP Executive Director

The Northeast Transportation Training and Certification Program (NETTCP) is seeking a leader with excellent communication, organizational, and management skills for the position of Executive Director. It is preferred that applicants have a minimum of 15 years' experience in the field of construction or materials testing, have experience working with a non-profit organization, and be a resident of one of the member states.

The Executive Director serves as a contract employee responsible for the overall management of the non-profit NETTCP. The program's mission is to train and certify personnel in the sampling, testing, and inspection of materials and construction practices used in the construction of roads and bridges to meet the requirements of the Code of Federal Regulations, 23 CFR, Part 637, *Quality Assurance (QA) Procedures for Construction*.

Since 1995, NETTCP has issued over 7000 certifications to individuals and laboratories involved in the construction industry, academia, and employees of the Departments of Transportation in the six New England States, New York, and Ohio. Currently NETTCP offers approximately 100 courses throughout the Northeast in a variety of materials and inspection related areas. These courses are normally held during the winter season from October to June. The Executive Director's duties are year-round with a heavy travel schedule during the winter season, including weekends. Travel may be required to introduce NETTCP policies at the start of certification courses as well as facilitate examinations. Typically, over 1500 attendees participate in NETTCP courses on an annual basis.

Duties of the Executive Director include but are not limited to:

- Collaborate with the Executive Committee to manage NETTCP's policies and procedures;
- Maintain records including financial, budgets, meeting minutes, and certifications.
- Plan, develop agendas for, and participate in three meetings per year (May, September, and December) of the Board of Directors and the Executive Committee of NETTCP;
- Develop and propose an annual operating budget for Board approval, and coordinate with an independent accounting firm for annual audit;
- Work with the corporation's attorney and accounting firm as needed;
- Coordinate with a team of independent contractors who serve as NETTCP's instructors and examiners to ensure adequate coverage for all courses;
- Develop course schedules based on instructor availability, historical attendance, online demand, state agency needs, and number of current certifications expiring during the next 12 months;
- Coordinate with instructors and subject matter technical committees on manual and/or course presentation revisions;
- Maintain NETTCP's financial accounts, including processing and managing accounts receivable and payable;
- Contract with facilities such as hotels to provide space for meetings and courses, as well as food, projectors, and incidentals as needed;
- Maintain the NETTCP's web site;

- Facilitate certification examinations and retests, and grade examinations ;
- Schedule instructors and examiners as needed per the course schedule and location;
- Re-schedule and/or cancel upcoming courses based on weather forecasts and notify affected facilities and attendees;
- Notify approximately 1000 individual certification holders, as well as state agencies whose employees are certified, that certifications are expiring;
- Maintain and distribute policies, manuals, and course schedules to corporate and state members on an annual basis;
- Coordinate with vendors to print course materials;
- Participate in area conferences to promote NETTCP;
- Coordinate the NETTCP's scholarship program;
- Solicit annual corporate membership from existing corporate membership and industry at large, send letters of appreciation and certificates to participants;
- Review course exam results, process electronic photos for Certification ID Cards, distribute Certification ID Cards as appropriate.

All applicants should be aware that the initial annual compensation for this position will be between \$100,000 and \$185,000 and commensurate with experience. Additionally all costs of supplemental office staff, such as administrative assistants, will be the responsibility of the Executive Director. The cost of office space, computer equipment and standard office supplies will be provided by NETTCP as approved by the Executive Committee. All travel costs such as mileage, airfare, hotels, and meals will be reimbursed by NETTCP.

Applicants must possess a valid driver's license and be available to assume duties in January 2020.

Anyone interested in this opportunity should submit an application consisting of a letter of interest briefly describing his or her qualifications and experience with non-profit organizations and a resume to the NETTCP no later than **June 25, 2019**. All applications must be sent to:

NETTCP  
P.O. Box 722  
Marshfield, MA 02050  
Attn: Executive Director Search  
or  
[NETTCP@Verizon.net](mailto:NETTCP@Verizon.net)

Questions regarding this opportunity may be submitted to the email address above.

