

Job Description

Job Title: Standards Director
Status: Exempt
Reports to: Executive Council

Summary Description

This is an 18 hour/week part-time contractual position.

Oversees the Acoustical Society of America (ASA) Standards Program. Directs the ASA Committees on Standards (ASACOS and ASACOS Steering) with open, collaborative discussion in strategy, policy-making, and initiatives regarding ASA Standards. Keeps abreast of activities in related standards development organizations, and together with ASA standards committee leadership promotes use of best practices within ASA and ASA Standards.

Communicates with Standards Committee Chairs, Organizational Members of the ANSI-Accredited Standards Committees, and ANSI-Accredited Technical Advisory Groups (TAGs) to ISO and IEC committees, Individual Experts, Working Group Chairs and members, as well as national and international liaisons regarding strategic, technical, contractual, financial, and public relations activities related to consensus standards development. Provides leadership for the ASA Standards Manager and their department and collaborates with them to establish and implement goals and strategies to continuously improve the technical standards development process. Works with the Standards Manager and standards leadership to enhance value and increase visibility of the standards program through opportunities that have the potential to increase breadth and reach of standards development work (e.g., new committees, conference participation, etc.).

Ensures the structure of the committees, TAGs, secretariats, and working groups is appropriate and relevant to the needs of industry, academia, and the ASA Technical Committees. Partners with the Standards Manager in representing ASA and ANSI on matters of acoustical standards at government and industries forums. Works to maintain the balance, openness, fairness, and transparency of the Standards program to ensure ANSI requirements are met and that all audits are passed. Oversees the annual Standards budget process including working with the Standards Manager to find innovative ways to increase revenue while managing expenses. Promotes the quality and value associated with ASA Standards.

Ex-officio member of the ASA Executive Council (EC). Participates in EC activities at biannual ASA meetings and follows up on designated action items. Advises the President, EC and Technical Council (TC) on matters related to Standards and other business activities related to ASA operations.

Chair of the ASA Winker Scholarship Committee. Facilitate meetings, review and update eligibility requirements and process in conjunction with committee members, oversee the selection process, and communicate with Awards & Fellowships Chair and the ASA Foundation Chair.

Communicates regularly with the Standards Manager on regular operational activities, strategic direction, long-term goals, finance, and policy issues.

Essential Job Functions

- Oversee the technical Standards Program, including 80+ working groups and 700+ volunteers.
- Promote and champion the Standards program to increase visibility and participation internally and externally. Give papers at conferences, write articles for publication, and partner with the Standards Manager to produce other collateral or materials for promotional purposes. Identify new applications and/or venues for standards that will further the goals of the ASA.
- Provide financial stewardship for the Standards program, reducing costs wherever appropriate to maintain or reduce the deficit. Seek out new opportunities to increase revenues, including sponsorships and licensing. Work with ASA Standards committee leadership to develop strategies to promote and increase standards organizational membership.

- Review the annual ASA Standards membership dues structure, balancing the value to both ASA and Standards member organization and partner with ASA Standards committee leadership and Standards Manager to develop additional membership models to increase participation.
- Chair ASACOS and ASACOS Steering Committees. Plan and conduct bi-annual meetings. Sponsor or co-sponsor relevant special sessions at ASA meetings. Facilitate communication between ASACOS and the TCs.
- Promote volunteer growth by identifying, mentoring, and grooming new leaders in the Standards program (e.g., Working Group chairs; TAG chairs; S-committee chairs and vice-chairs) by working with standards committee leadership to identify appropriate candidates for opened positions.

Other Responsibilities

- Perform tasks necessary to complete performance objectives.
- Stakeholder outreach.
- Assist team members as needed.

Knowledge, Skills, Experience, and Education

- Bachelor's degree or higher and 20 years or more work experience.
- 15 or more years of experience in standards development
- Membership in related professional organizations, and/or engineering or scientific societies.
- Experience with ANSI's Essential Requirements and ISO/IECs Directives legal compliance and detailed adherence to all rules.
- Highly service-oriented with the ability to follow up and see tasks through to completion.
- Previous management, budgeting and contracts experience.
- Demonstrated skill in full life cycle project management.
- Ability to manage and develop volunteers in a structured, collaborative, rule-based environment
- Ability to collaborate with multiple teams in different time zones.
- Ability to work independently to achieve goals established in a consensus environment.
- Excellent analytical skills.
- Ability to persuade and influence stakeholders.
- Process and detail oriented. Ability to multi-task and shift priorities as needed.
- Exceptional written and verbal communication skills
- International travel and work experience or foreign language skills desirable.

This position requires approximately 5-6 weeks of domestic and international travel.