

TITLE:	EXECUTIVE DIRECTOR	FLSA:	Exempt
PREPARED:	November 2023	UPDATED:	

The position of Executive Director (Director) is the senior position of the District, reporting directly to the District’s Board of Trustees (Board). Operating with concurrence and oversight of the Board, the Director is accountable for fulfilling initiatives and programs approved by the Board and fulfilling the District’s mission of providing current and future customers with cost effective, reliable sanitary sewer service, and to protect public health and the environment in Boone County. The Director has primary responsibility for long-range planning and the development of top-level business strategies and a supporting operational management team.

Summary of Work: Director is responsible to develop long-term business strategies to ensure the financial viability of the District and organize and direct a management team with diverse expertise in the attainment of short and long-term goals developed to further the District’s mission. Director should possess significant organizational and personnel management skills; excellent communication skills; familiarity with purchasing, contract administration and financial management; knowledge of environmental regulation and compliance, and familiarity with developing and implementing capital projects. Director is the primary outreach arm of the District, responsible to develop and enhance external relationships that complement and aid in the advancement of the District’s mission.

As defined under the Americans with Disabilities Act, “Essential Functions” may include any of the subsequent tasks, knowledge, skills and/or other characteristics. The lists of job functions, knowledge and skills herein are not a comprehensive list, but intended to provide a representative summary of the major responsibilities and functions required of the position. Incumbents may be required to perform all or a part of the tasks listed, and may also be required to perform additional, position-specific tasks.

Accountability/Job Functions

Long Term/Strategic Planning

- Develop and implement a long term plan to meet the mission of the District now and in the future; identify constraints impacting the District’s ability to provide county-wide service
- Evaluate opportunities to fulfill District’s mission, including District’s ability to support such opportunities or resultant programs
- Develop and analyze (cost/benefit) strategies to best meet the goals of the long term plan
- Develop and continually evaluate District’s long term strategic plan, consistent with the District’s mission to deliver consistent or improved customer value
- Develop goals, plans and metrics for each desired goal of the strategic plan, such as product quality, customer satisfaction, operational optimization and financial viability
- Develop and implement a plan to improve rate payer value (decrease the rate of increases to customers)
- Identify strategies to provide cost savings while meeting District’s mission, including evaluation of District’s suite of services, contracted services, and how to leverage core competencies
- Identify current or short-term challenges, potential threats or opportunities which might impact the District’s operations or finances, and assist in developing plans to meet such events

Job Description – Executive Director

- Utilize common process or procedures (such as RACI analysis) to identify accountable functions and engage and manage senior management
- Execute business development activities making customer-driven adjustments as needed
- Conduct public relations as needed on behalf of the Board
- Analyze customer communications procedures to identify ways to evaluate and improve communications with and service to District customers
- Develop and maintain collaborative relationships with cities and public/private water reclamation providers throughout Boone County, including participation in community or public meetings of such entities

Personnel/Finance/Administration

- Accountable for effective organization and management of staff to assure continued effective and adequate resources to meet operations and administrative responsibilities, including evaluation of and developing or hiring for critical core competencies, staffing analysis, analysis of levels and adequacy of current and future staff, training needs, and employee actions to meet current and advancement opportunities
- Develop and implement a positive reinforcement process to define and measure individual performance goals, such processes to be used equitably in performance evaluations across departments
- Develop and implement a compensation management program that defines salary guidelines and relationship of performance to compensation (base pay for skills aligned with business needs; merit for outcomes)
- Develop and implement procedures to evaluate District's fringe benefit package, including comparison to a defined cohort of employers
- Implement and monitor equitable and lawful application of District personnel policies
- Develop and implement succession planning for key positions to assure current and future leadership, including developing a senior management team with direct accountability for assigned critical functions
- Ensure the team delivers the highest standard of departmental, cross-departmental teamwork and customer service
- Work closely with all members of the management staff in developing and meeting overall goals and objectives
- Provide annual summary to Board regarding staff performance, strengths, weaknesses, and plans for improvement
- Oversee fiscal matters, including budgeting for operations and capital projects
- Oversee development and administration of personnel policies to guide the expectations for employees and the District relating to human resource issues, including performance evaluation and advancement
- Oversee the development and administration of third party contracts, including for engineering, construction, management, etc and assure compliance with contract requirements
- Conduct staff meetings as needed and oversee preparation of and attend monthly board meetings.

Operations/Project Management

- Oversee development and management of performance metrics to analyze system performance and cost with a goal of continual improvement
- Develop processes to evaluate efficacy of proposed and current construction, and O&M and contract management projects, including how such projects advance meeting the District's mission of providing cost effective service

- Analyze current operations and project management practices to assure environmental compliance, and implement alternate or additional best management practices as needed
- Develop and implement a plan to incorporate the attributes of effective utility management (EUM) into the culture of the District
- Analyze impact of potential territorial issues, including wholesale transfer to City of Columbia, and develop plans to mitigate cost impacts
- Provide on-going analysis of District's digital opportunities and the planning necessary to add needed technology and personnel to assure digital knowledge management
- Assure adequacy and compliance with District policies and contracts to which the District is a party, whether operational, financial, administrative or construction
- Provide periodic reports to Board on specific activities, their outcomes and how such activities directly impact the District's mission
- Oversee the planning and administration of capital projects, engineering and mapping services, and integration of new development with existing facilities
- Assure District's compliance with federal and state environmental regulations
- Develop, implement and manage policies, procedures and regulations necessary for the operations of the sewer district
- Promote and retain a safe working environment through development of and adherence to policies, procedures and regulations
- Perform duties consistent with the senior management position of the District as needed or assigned.

Required Knowledge, Skills and Experience

- Demonstrated ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of subordinates
- Demonstrated experience utilizing effective supervisory methods, practices, and techniques
- Ability to communicate effectively, both orally and in writing, to prepare and understand complex technical reports
- Ability to communicate effectively and exercise leadership skills in situations which involve highly skilled technical personnel as well as elected officials, business leaders, and the general public
- Ability to establish and maintain effective working relationships within and outside the District as needed or required
- Ability to assess overall effectiveness in carrying out the District's mission and implement needed changes/augmentation necessary to do so
- Ability to evaluate the training needs of subordinate personnel and develop plans to enhance job performance and professional development
- Ability to develop, implement and monitor compliance with required District policies, such as personnel policies, purchasing policies and procedures, cash management and investment policies, compliance policies and safety policies, as required
- Ability to direct the preparation, analysis and review of complex technical and analytical reports, which may include design plans, specifications, cost estimates and other reports
- Ability to review, analyze and understand plans, specifications, cost estimates, and engineering reports
- Knowledge of standards utilized in planning construction projects and/or wastewater system improvements
- Ability to understand state and federal environmental regulations
- Ability to understand construction and zoning standards and regulations

- Knowledge and understanding of standards and best practices utilized in the wastewater collection and treatment industry or a closely related field
- Ability to oversee and evaluate implementation of construction and management programs
- Ability to understand engineering computations and drawings
- Understanding of construction project development and management
- Knowledge of effective and proper maintenance practices and standards relevant to wastewater collection and treatment
- Ability to effectively oversee planning, organizing, implementing, and assessing improvements to sewage collection and treatment systems
- Ability to walk across rough and uneven terrain as may be required, in day and night and in inclement weather conditions in order to complete visual inspections
- Knowledge of personal computer operation and ability to use standard word processing and spreadsheet programs; familiarity with GIS and mapping applications or ability to obtain such familiarity
- Possess and maintain a valid Missouri driver's license
- Must be able to pass required background check and drug test

Education and Experience

- Possess of a Bachelor's degree in business administration or a field related to utility management, or possession of an applicable technical degree; and five years of progressively responsible managerial experience in a field closely related to wastewater or water utility, including utility plant operations; or combination of education and experience at discretion of Board
- Possess knowledge of utility operations, and state and federal laws relating to water reclamation and public finance
- Have proven success in managerial role at senior level of organization

Environmental Factors and Conditions/Physical Requirements

- Work is generally performed in office
- Work may sometimes require inspection of field areas that often contain loose rock, mud, ledges, steep inclines, precarious footholds and hazards
- Possess and maintain a valid Missouri Driver's license
- Must be physically able to utilize computers and standard office equipment