

# TIVERTON WASTEWATER DISTRICT



## POSITION OF EXECUTIVE DIRECTOR

### OUR MISSION

The Tiverton Wastewater District (TWWD) provides our community with quality wastewater services 24 hours a day, 365 days a year. As environmental stewards, our goal is to provide effective and efficient wastewater management to create long-term health and economic benefits for our community. As financial stewards, our goals are to operate the system efficiently and make prudent investments in the expansion, maintenance, and renewal of our infrastructure. To learn more about the TWWD visit: [www.twwd.org](http://www.twwd.org)

### POSITION OVERVIEW

The Executive Director is responsible for the effective leadership and management of the organization and staff, in accordance with the strategic direction set by the Board of Directors. The Operations Budget exceeds \$1 million annually and is growing with on-going expansion projects having a scope of several million dollars.

#### Specific Responsibilities:

1. Manage the day-to-day operations providing overall direction, supervision, and leadership to the support staff.
2. Prepare and manage the financial budgets and operational plans in accordance with the strategic direction approved by the Board of Directors.
3. Establish a collaborative relationship with the district's customers, community groups, contractors and funding agencies in order to achieve the operational and strategic goals.
4. At times, act as the district's spokesperson to external organizations and agencies.
5. In conjunction with the District Engineer, provide the leadership, financial management, and technical direction for the operation, maintenance, repair, and expansion of the district's infrastructure.
6. Participate in regularly scheduled Board Meetings to report on operational issues and the progress of projects relative to established budgets, schedules and strategic goals.

### ESSENTIAL QUALITIES

- Strong leadership skills, incorporating excellent judgment, integrity, and reliability.
- Excellent interpersonal skills to manage staff and interact with customers, outside contractors and agencies.
- Excellent communication skills to effectively articulate ideas, plans, project progress and operational performance.
- Understands the principles of Project Management, budget preparation and monitoring.
- A high Customer Service sensitivity and shows good judgment in decision-making situations.

- Possesses an entrepreneurial orientation seeking innovative solutions as necessary to manage the district's operations and expansion.

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## **POSITION REQUIREMENTS**

- Minimum of 5 years of progressively responsible leadership experience in a business, utility, or governmental organization.
- A Bachelor's degree from an accredited College or University.
- A demonstrated track record of career growth with increasing job responsibilities.
- Experience in managing people utilizing strong interpersonal and communication skills.
- Experience managing customer, contractor, and client relationships.
- Experience in developing budgets, strategic plans and managing an organization's finances.

## **SELECTION PLAN**

To apply, please email a cover letter and resume to [info@twwd.org](mailto:info@twwd.org) Please keep your contact information up-to-date and ensure that your email spam filter allows you to receive messages from [info@twwd.org](mailto:info@twwd.org) .

This is a full-time position (40 hours per week). Compensation is commensurate with experience and benefits are included. The District's office is located in the beautiful town of Tiverton, Rhode Island.

Qualified candidates will be selected and contacted for initial interviews with follow-up interviews, likely with board members and staff.