

# FLORIDA RURAL WATER ASSOCIATION

## Executive Director

### JOB DESCRIPTION

#### **BASIC FUNCTION:**

The position of Executive Director exists to promote the development and growth of the Florida Rural Water Association. The Executive Director has responsibility to perform certain activities for the Association and to oversee other activities of the organization. This position reports directly to the Board of the Florida Rural Water Association.

#### **Position Description:**

Position is a professional, exempt classification requiring exercise of discretion and independent judgment and the comparison and evaluation of possible courses of conduct and acting or making a decision or recommendation for action after the various possibilities have been considered.

#### **SPECIFIC RESPONSIBILITIES:**

1. Compares and evaluates possible courses of conduct and acts or making a decision or recommendation for action after the various possibilities have been considered. When providing assistance related to management policies or general business operations of rural and small water/wastewater systems, including all areas of operation, maintenance, management, compliance, potential compliance, health, and environmental issues.
2. Interprets, reviews, analyzes and explains policies, rules, regulations, legislation, and laws related to rural and small water/wastewater systems.

3. Consults with staff and others in government, business, and private organizations to discuss issues, coordinate activities, and resolve problems for rural and small water/wastewater systems.
4. Directs and conducts studies and research, and prepares reports and other publications relating to management policies, general business operations, program objectives and accomplishments of rural and small water/wastewater systems.
5. Evaluates findings of investigations, surveys, and studies to compare and evaluate possible courses of conduct to formulate policies and techniques and recommend improvements for management policies or general business operations of rural and small water/wastewater systems.
6. Plans, promotes, organizes, coordinates and maintains cooperative working relationships among public and state and federal agencies.
7. Delivers speeches, writes articles, and presents information at meetings, hearings, or conventions to promote services, exchange ideas, and accomplish objectives.
8. Participates in activities to promote and expand membership and services, and provides assistance in conducting of conferences, seminars, and workshops.
9. Completes and submits required reporting documents in a timely fashion via established computer procedures.
10. Promote the development, growth and financial independence of the Association and its members. Devote significant time to the development of funding mechanisms within the federal, state, and local governments for the construction and expansion of water and wastewater systems. Search for and develop new funding sources for the Association, and

work to expand existing sources. Develop ideas for the Association to meet the expanding needs of its members.

11. Oversee the production of the Association's publications, technical assistance and training activities of the federal and state funded programs and other related staff. Review and evaluate the assistance and training offered by the Association.

12. Assure the quality of services provided by the Association and received by its members. Effectively communicate on all levels and avoid conflicts of interest.

13. Conduct staff meeting as necessary, and establish scheduled reporting procedures for all staff members. Oversee completion and submittal of monthly, quarterly, and annual reports and plans. Provides leadership by example to the staff by promoting all performance and conduct standards. Follow existing policies on a consistent, non-discriminatory basis.

14. Supervise indoctrination and training of all personnel. Evaluate first line employees and supervisors. Assist in evaluation of all employees. Assist in employee discipline and terminations when required. Assist in selection and hiring competent personnel.

15. Monitor compliance with local, state, and federal labor and laws effecting the Association. Controls Association records and helps prepare annual budgets. Recognize problems and discuss potential problems with Board to avoid and eliminate problems.

16. Plan and coordinate annual membership meetings and conduct business in accordance with the bylaws of the Association.

17. Management of all FRWA contracts, special projects and programs.

18. Oversee, supervise and carryout duties related to local, state and federal security efforts on system vulnerability assessment and emergency response plans.

19. All other duties assigned by Board.

### **Relationships**

The Executive Director will work directly with all staff members and have frequent contact with local, state and federal officials, technical organizations, and industry representatives. It is expected that the Executive Director will continually take the initiative to improve and strengthen these relationships, and will represent the Association in the most effective and professional manner possible.

### **Other Responsibilities**

While this summary should provide an excellent guideline for succeeding in this position, there may be other responsibilities and task assigned to the Executive Director by the Board from time to time. There may be times when the Executive Director will need to assist others in the completion of their duties, and assume some of their responsibilities. It is expected that the Executive Director will have the flexibility, insight, and initiative to adjust to these changing needs.

### **Requirements and qualifications**

To be considered for the position of Executive Director, an individual must have a college degree and preferably 5 years of experience in water and wastewater related field. An individual must have proven experience in training and leadership positions. Successful candidates must have excellent verbal and written communication skills, organizational talents, computer-related skills, and problem solving abilities.

### **Physical Activities and Requirements**

Travel will be required of an individual in this position, including air and automotive travel. The Executive Director will be expected to visit Association members and will be required to

attend meetings inside and outside the State of Florida. The Executive Director will make numerous presentations, speeches, and appearances to organizations, associations, and media. This position will be a headquarter office based position which may require relocation to headquarter office area.

**Compensation package**

A substantial number of employee benefits including various types of insurance, retirement, paid vacation, paid holidays, relocation expenses, travel reimbursement, communication reimbursement, etc. complement a starting salary range of \_\_\_\_\_ annually.