



Position Description
Marion Utilities Service Board
An Equal Opportunity Employer

Job Title	Executive Director	Employment Status	Full-Time
Utility Division	Water/Wastewater/Storm-Water/Solid Waste	EEO Code	1-A
Workgroup/Unit	Administration	Wage Range	30
FLSA Status	Exempt	Effective Date	Jan. 2, 2022

Job Summary

Performs highly responsible administrative and complex technical work, directing the management and administration of the Utility; Supports, advises, and assists the Utility Service Board in accomplishing its statutory goals and objectives; Directs and manages the financial resources of the Utility in a fiscally responsible manner; Directs and administers the Human Resources function of the Board; Directs the development and implementation of Utility projects, policy, budgets, and services; Insures overall regulatory compliance

Supervision Received and Exercised

Works under the Administrative Direction of the Utility Service Board; The incumbent generally proceeds independently in accordance with general plans, policies and purposes of the department; Results of work are considered technically authoritative and are normally accepted without significant change; Exercises supervision over management level professional, technical, and support staff, either directly or indirectly

Minimum Education and Experience Requirements

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business, Engineering or related field and 7 years of experience in the Water/Wastewater Industry with 4 years of upper level management experience; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's License or ability to obtain upon residency; Possession of valid Class IV Wastewater, WT3 Water, and DSL Distribution Operator Certifications are preferred; Indiana P.E. Registration will be highly favored

Essential Duties and Responsibilities

- ✓ In an executive capacity, supports, advises, and assists the Utility Service Board in meeting its obligations under Indiana Code 36-9-2-15; Attends all meeting of the Board including Committee

meetings and Executive Sessions; Develops, and insures that agendas are prepared and distributed in advance and makes regular and timely reports to the Board concerning finances, plans, progress, and challenges of the Utility; Counsels collectively and individually with Board members, maximizing their experience and expertise to the benefit of the Utility and its rate payers

- ✓ Directs the development and implementation of Utility programs, plans, goals, objectives, policies, procedures, budgets, and priorities; Makes recommendations to the Board for approval and adoption
- ✓ Through subordinate management team, directs and administers all aspects of Water, Wastewater, Storm-Water, and Solid Waste Utility Divisions; Including: Administrative, Financial, Billing, Customer Service, Operations, Maintenance, Regulatory Compliance, Project Planning and Development, and Engineering Sub-Divisions
- ✓ Develops and maintains cooperative working relationships with City Administration, City Council, and other involved community members and leaders; Routinely communicates and coordinates with various groups and individuals regarding utility and community business and development issues
- ✓ Serves and participates on assigned Boards, Committees and Workgroups within the Utility organization as well as the community and utility industry organizations
- ✓ Maintains current knowledge of the industry through research, study, and continuing education. Maintains knowledge of extensive regulatory requirements associated with the operation of Water, Wastewater, Storm-Water, and Solid Waste utilities; Through subordinate management team, directs and administers programs, policies, budgets, and procedures in place to insure longevity of equipment, processes, systems, and infrastructure providing uninterrupted services in full regulatory compliance
- ✓ In an executive capacity, represents the Board through interactions with various regulatory and governmental agencies; In consultation with the Board, industry experts and/or legal counsel, provides executive direction and oversight in negotiations of regulatory and/or litigious matters
- ✓ Directs and administers the Human Resource function of the Board, providing strategic vision and leadership in the development and implementation of associated Board policy; Counsels with and advises subordinate management team concerning interpretation and application of Board policy; Provides direction and leadership for resolution of conflict, grievance, and matters of discipline; Promotes, motivates, and stimulates the development and maintenance of high quality, learning-agile, and diverse workforce. Evaluates and documents performance of subordinate direct-reports
- ✓ Performs in strict compliance with IOSHA safety standards, Utility Policies and Procedures, as well as applicable Federal, State, and local codes, regulations, and requirements

Knowledge, Skills, and Abilities

Knowledge of: Current management practices and principles, particularly as related to the Water, Wastewater, Storm-Water, and Solid Waste Industry; Current regulatory issues associated with the Industry; Human resource management practices and principles; Operation and maintenance practices and principles associated with water, wastewater, storm-water, and solid waste operations, processes, and systems; Engineering, design, and construction practices and principles; Customer service and public relations practices and principles; budget development and financial planning management; General office practices and procedures including proficiency in software applications such as MS Office

Skills Demonstrated in: Effective Communication, both written and verbal; Decision making; Leadership; Active Listening; Comprehension; Developing Teamwork; Negotiating; Analytical Interpretation; Critical Thinking; Assessing personal performance as well as that of others; Reasoning and Problem Solving

Ability to: Implement policies and programs; Plan, organize, delegate, and manage in a manner as to secure effective and efficient results; Analyze and comprehend complex technical information, quickly and accurately, drawing logical conclusions for application in decision making; Communicate complex and sometimes sensitive or controversial information in a clear and persuasive manner within the organization as well as in a public forum; Assess facts and mediate conflict; Recognize and determine ineffective policies and/or procedures, establishing creative and/or innovative solutions in response; Effectively inspire and motivate others to achieve goals and potential; Work effectively as part of a team or independently; Exercise independent judgment and discretion; Apply knowledge of principles, practices, and procedures as described above

Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to sit; speak and hear, both in person and by telephone; manipulate and operate standard office equipment; is frequently required to maneuver and navigate stairs, steps, and uneven surfaces; routinely travels to various off-site locations for meetings, work-site visits, and misc. appointments; is subject to off-hour call-out in response to emergency situations; is subject to high levels of stress

Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

Marion Utility Service Board Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Date