

Heart of the Valley Metropolitan Sewerage District Summary Job Description

CLASSIFICATION: DISTRICT DIRECTOR

REPORTING RELATIONSHIP: Reports to the District Utility Commission

DEFINITION AND PURPOSE:

The District Director is the leader of the Utility's management team and is the most senior level management position in the Utility. As the leader, the Director promotes the culture of the organization, champions the mission of the utility; and with the support of the commission, creates a long range vision for the organization's operations and community relationships. The Director provides administrative and technical leadership for the organization and ensures that the operation of the utility is in compliance with state and federal regulations. The District Director is the face of the Utility for its customers, users, employees, support resources, regulating agencies and other stakeholders. He/she is responsible for the efficient operation of the Utility, the financial integrity of the organization and maintenance of the District's infrastructure. The District Director is the "champion" of the utility, establishes short and long term operational goals and objectives; as well as prioritizing their implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a high level of trust with the Utility commission through clear communications and a positive attitude. Recommends and develops appropriate policies and procedures as necessary for proper operation of the utility; advise Commission members of issues critical to the utility.
 - *Measured by the maintenance of positive relationships.*
- Establishes the long term vision for the Utility, anticipates changes in the regulatory landscape, mitigates potential threats to the organization and acts on potential opportunities.
 - *Measured by WPDES Permit compliance with fiscal responsibility to the District.*
- Develops, maintains and deploys the facilities operations plan for the District that ensures regulatory compliance with all overseeing agencies.
 - *Measured by WPDES Permit compliance with fiscal responsibility to the District.*
- Manages the fiscal affairs of the District. Ensures appropriate budget accounts are established and managed through each fiscal year. Enables asset tracking and maintenance. Manages banking and investment activities of the Utility.
 - *Measured by maintaining costs within annual budget levels and budget goals.*
- Provides overall direction and supervision of District employees. Administers the District's Human Resources programs; including employee labor relations, safety, security and

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compensation and benefits programs. Establishes a work environment and culture that encourages personnel development and a high level of employee participation.

- *Measured by development and productivity of staff.*

- Operates as the primary interface with the DNR regulators, community administrators, engineering consulting firms, District contractors/vendors, attorneys, Regional Planning Commission, and the community at large. Participate in regulatory reporting and submittals.
 - *Measured by maintenance of positive relationships.*

- Performs other duties as assigned or requested by the District Commission.
 - *Measured by the timeliness and completeness of the tasks.*

SKILLS:

- Effective in the use of oral and written communications. Ensures accurate and clear reports and documents.
- Proven leadership and mentoring skills. An expert at forming a high performance team.
- Is focused on results. Ensures the deployment of aligned and prioritized goals and objectives.
- A master of multi-tasking and organization. Manages the business of the Utility efficiently and empowers team members and leverages their expertise.
- Developed problem solving skills.
- Makes decisions in a quick and timely manner.

EXPERIENCE:

Minimum of 10 years in supporting the direct operation of a wastewater facility and management responsibility.

EDUCATION/CERTIFICATION:

- Wastewater Professional Certification (Grade 4 in WI or equivalent)
- Four year college degree in management or scientific discipline
- Specialized knowledge in wastewater treatment and utility management
- Other