

## Position Description

Functional Job Title: Executive Director  
Reports To: Board of Directors  
Department: Executive Director  
Date: August 10, 2011

### **Primary Purpose:**

Performs highly administrative and managerial work in serving as the chief administrator, pursuant to the requirements of North Carolina General Statute 162A.

### **Essential Duties and/or Responsibilities:**

*Following is a summary of the essential functions for this position. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.*

1. Acts as liaison to the Board of Directors.
2. Directs the funding, contracting, construction, operation and maintenance of a regional water system.
3. Maintains excellent working relationship with consultants, contracting engineers, member local governments, and state and federal officials.
4. Develops specifications necessary for the purchase of supplies and equipment.
5. Develops plans, with the aid of consultants, for the bidding and construction of facilities.
6. Hires, supervises, disciplines and terminates personnel.
7. Performs long-range planning for future needs and development.
8. Serves as the media and public relations contact.

### **Minimum Required Skills or Competencies:**

*The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Graduate of a four-year college or university with a degree in Business Administration, Public Administration, Engineering (P.E. desirable), or an equivalent combination of experience and training.
2. Extensive knowledge of management practices and procedures.
3. Thorough knowledge of financial management and budgeting practices.
4. Ability to carry out policies established by the governing board.
5. General knowledge of local, state and federal laws and the political process at all levels of government.

6. Ability to establish and maintain effective working relationships with the governing board, department heads, employees, general public, elected officials and other public agency staff.
7. Knowledge of water supply production, transmission and operation.
8. Knowledge of modern methods and practices as applied to the layout, construction and maintenance of utility lines.
9. Ability to make sound decisions based upon experience and training in directing the operations of the local government.

**Desired Skills or Competencies:**

1. Extensive and proven progressive experience in management.
2. Minimum of 5 years experience in public or private utilities.
3. Extensive experience in dealing with local/state governments on the staff and political level.