

ONSLOW WATER AND SEWER AUTHORITY

CHIEF EXECUTIVE OFFICER

DEPARTMENT:	Administration
Job Status:	Full-Time Permanent
Days Worked:	As Required
Status:	Open Until Filled
Salary:	Salary Depends On Qualifications
FLSA:	Exempt

Summary

Reporting directly to an eight (8) member Authority Board of Directors, the Chief Executive Officer (CEO) will provide vision and leadership in the management of North Carolina's tenth largest public water utility.

Qualification Requirements

- Qualified candidates will clearly exemplify the Authority's organizational values of **Integrity** (doing the right thing), **caring** (treating others as we would like to be treated), **dedication** (to our mission, our employees, and our community), **environmental stewardship** (protecting and enhancing our environment), and **sense of community** (working together toward shared goals).
- To position the Authority to pursue opportunities and meet challenges, the Authority is looking for applicants with advanced skills in public administration, community relations and customer service, budget and capital plan formulation, and productive interaction with federal, state, and local officials.
- Effective and supportive customer service remains a priority and the CEO is expected to lead the organization in engaging and communicating with residents and businesses, member governments, and stakeholders. The successful candidate should also have a proven record of embracing innovation and encouraging partnerships to achieve results as well as proven ability to manage during a crisis.

Essential Functions

- Oversees and provides direct staff supervision including conducting performance evaluations, coordinating training, and implementing hiring, and discipline and termination procedures.
- Directs the implementation of operations and programs of the Authority; provides strategic planning; coordinates, administers, and evaluates programs, projects, processes, systems, standards, and/or services; prioritizes and directs projects and initiatives in alignment with organizational strategy, mission, and vision; ensures compliance with applicable regulations, standards, policies, and procedures.
- Provides oversight and operational direction to achieve organizational goals and objectives; develops and oversees the implementation of policies, procedures, and

standards; evaluates operational effectiveness and implements process improvements and resource optimization.

- Serves as an organizational representative by advising, consulting with, and facilitating complex discussions with state and local elected and appointed officials, Department of Defense officials, professional consultants, chambers of commerce, private sector developers, various agencies and/or other organizations.
- Develops short- and long-term goals, objectives, and strategic plans; oversees and/or negotiates contracts; provides and presents communications and updates on organization activities, positions, and project/program status.
- Develops, administers, and oversees the Authority operating budget.
- Performs other duties of a similar nature and level as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Supervisory principles, practices, and techniques.
- Practices and methods of coaching and leading the work of others.
- Principles, practices, and methods of public and business administration.
- Principles and practices of executive and strategic leadership.
- Principles and practices of program administration and management.
- Best practices, trends, and emerging technologies.
- Principles and applications of critical thinking and analysis.
- Principles and practices of budgeting and fiscal management.
- Principles and practices of intergovernmental relations.
- Conflict resolution and negotiation strategies.
- Principles and practices of strategic planning.
- Principles and techniques of effective oral presentations.
- Project management principles.
- Principles and practices of group facilitation and building consensus.
- Customer service principles.
- Modern office technology.

Skilled In:

- Managing, supervising, evaluating and motivating staff.
- Training, coaching, and overseeing the development of staff.
- Directing the development and implementation of goals, objectives, policies, procedures, and work standards.
- Overseeing the implementation and adherence to quality assurance and standards.
- Managing standards and quality assurance.
- Reviewing research and implementing industry trends, solutions, and best practices.
- Directing the analysis, evaluation and interpretation of written materials and statistical data for reports and recommendations.
- Authoring and editing complex reports and documents.

- Facilitating group discussions and building consensus using persuasive reasoning.
- Facilitating effective collaboration.
- Providing mediation, negotiation, and conflict resolution.
- Managing budgets and allocating resources to achieve strategic objectives.
- Exercising strategic and political acumen, tact, and diplomacy.
- Public speaking.
- Interpreting and applying applicable laws, codes, regulations, and standards.
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information.

Education, Experience & Special Requirements

Required Education

Bachelor's Degree in Business Administration, Public Administration, Management, or field directly related to assignment.

Required Experience

Ten (10) years of progressively responsible related experience that includes significant management and supervisory experience.

Required Licensing

Must possess a valid driver's license in the State of North Carolina.

Preferred Education

- Master's degree in Business Administration, Public Administration, or a related field.

Preferred Experience

- Previous executive-level experience with an organization providing public water or sewer utility services in North Carolina.
- Extensive experience working directly with/for local governing bodies.
- Experience with funding and leading the implementation of a substantial capital improvement plan.
- Experience in leading large public organizations through both routine and non-routine opportunities and challenges.
- Experience in crisis management and disaster preparation, response, and recovery.

Preferred Licensing:

Water and/or Wastewater licensure from the State of North Carolina

Special Requirements

In case of disaster, either natural or man-made, as a condition of employment employee will be called upon to serve ONWASA customers. Service to customers during a disaster will result in the assignment of other duties, which will take precedence over duties described in this class description.

Successful applicant must establish a residency in a location which would allow a response time of 30-45 minutes to the ONWASA office at 228 Georgetown Road, Jacksonville, NC.

Any offer of employment is subject to a background check and a successful drug test.

Physical Demands & Work Environment

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires sitting, climbing or balancing and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Application

Application for this position may be made by sending a cover letter with salary requirements. Available start date should also be included. A detailed resume along with letters of reference must also accompany the cover letter.

The letter and resume should be sent to the ONWASA General Counsel at:

S. C. Kitchen
Kitchen Law, PLLC
920-C Paverstone Dr.
Raleigh, NC 27615
Telephone: (888) 308-3708
Fax: (888) 308-3614

ONWASA is an equal opportunity employer. ONWASA uses E-Verify.