

**PEARL RIVER COUNTY UTILITY AUTHORITY
EXECUTIVE DIRECTOR**

SALARY RANGE:
\$85,000-\$100,000

CHARACTERISTICS OF WORK:

This is an administrative position involving the coordination and direction of the Pearl River County Utility Authority (“PRCUA”). The Executive Director is responsible for handling day-to-day operations and management of the PRCUA and reports directly to the PRCUA Board of Directors. The Executive Director is responsible for the implementation of PRCUA policies that have been enacted by the PRCUA Board of Directors. The Executive Director is responsible for the management of PRCUA’s revenue and expenditures. It is the duty of the Executive Director to oversee the operations and maintenance of PRCUA’s facilities. The Executive Director manages PRCUA employees and is required to work in conjunction with contracted professionals. In addition will be responsible for producing financial statements and reports for the board of directors.

EXAMPLES OF WORK:

Administers policies, manages day-to-day the operations, and represents the PRCUA to the public. Assists the Board of Directors (“BOD”) in policy determinations as requested.

Examples of work performed: **a)** assists the BOD in policy determinations; **b)** coordinates and works with city officials, county officials, regulatory officials, developers and industry representatives to provide public sewage treatment and water throughout Pearl River County; **c)** works with staff members and contracted professionals in preparing yearly budgets and determining user charge adjustments; **d)** assures proper operation of the PRCUA's facilities; **e)** assures proper use of purchasing procedures to minimize costs in obtaining goods and services for the PRCUA; **f)** inspects maintenance efforts to assure that contract work is performed properly; **g)** oversees hiring and training of personnel; **h)** supervises preparation of all permanent records and documentation; **i)** prepares technical briefs and papers as required; **j)** performs preliminary engineering investigations as circumstances warrant and obtains professional engineering services when required and/or necessary; **k)** maintains awareness of possible funding sources and recommends applying for funding as required; **l)** maintains PRCUA’s files and records; **m)** coordinates PRCUA’s activities as required; **n)** monitors and coordinates the enforcement and administration of the sewer use regulation and grease trap regulation; and **o)** represents PRCUA to the public and public agencies in environmental and other matters; cooperates with Mississippi Department of Environmental Quality (“MDEQ”) as necessary and/or required; and **p)** knowledgeable of MDEQ rules and regulations pertaining to the use and disposal of water and sewer.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: Bachelor's Degree in engineering or management fields. The candidate should have a minimum of 10 years recent practical experience in management.

Experience: Knowledge and basic management principals and the ability to apply them. Ability to establish and maintain effective working relationships with local, county and state officials, subordinates, representatives of other agencies and the general public. Ability to prepare effective reports and correspondence. Ability to organize, plan, conduct, and evaluate projects. Knowledge of the occupational hazards and safety precautions of the trade.

COMPETENCIES:

The following competencies describe the knowledge, skills, and abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are link to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors maybe identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being place on a performance improvement plan. If the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult

circumstances. Provides accurate and timely service. Develops positive relationships with customers. Obtains first-hand customer information and uses it to improve projects and/or services.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward for state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Knows the organization's mission and functions and how it fits into state government.

Self-Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourage and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross-cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives nonverbal cues, such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information. Listens to others and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas. Is committed to and actively works to continuously improve himself/herself.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to one's level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro-Oriented: Exercises good judgment and makes sound, well-informed decisions. Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands the effects of decisions on the organization and on other organizations.

Acts as a change agent by initiating and supporting change within the agency when necessary.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others, including customers and employees. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and know what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done.

Problem Solving/Decision Making: The ability and willingness cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise

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