

Woodfin Sanitary Water and Sewer District  
Position Classification System: Executive Director

**General Description:**

Performs difficult management and administrative work directing the operations of the District and implementing policy in accordance with the objectives of the Board of Trustees.

**Features of this Position:**

An employee in this position performs difficult management and administrative work associated with the efficient and effective operation of the District. Work involves the ultimate responsibility for the day-to-day operation and direction of the District in accordance with the policies and directives of the Board of Trustees. The Executive Director is responsible for providing knowledgeable guidance and leadership to the Board of Trustees in order to assist the Board in fulfilling its duties as elected officeholders. An employee in this classification is responsible for supervising the staff of the District directly or indirectly through subordinate supervisors. The Executive Director is responsible for the preparation and presentation of annual budgeting, capital improvements, and performance goals and guidelines. An individual in this position must be able to exercise a high level of confidentiality and interface well with the public. The Executive Director must exercise significant independent judgment, initiative, and discretion in the day-to-day course of District operations.

**Essential Job Functions:**

- Directs the daily operations of the District to provide for efficient and effective fulfillment of the policies and objectives as set by the Board of Trustees.
- Manages the preparations for all monthly meetings of the Board of Trustees, including agendas, notifications and other requirements, and additional meetings and public hearings as necessary.
- Appoints, terminates, disciplines and promotes employees of the District in accordance with compensation levels and policies established by the Board of Trustees.
- Supervises the preparation of the District's annual budget and capital improvements plan and monitors the administration of the Budget for compliance with Board of Trustee objectives and local, state and federal rules and regulations.
- Represents the District in accordance with objectives set forth by the Board of Trustees in interactions with outside agencies, committees, and interests.
- Provides information necessary for the Board of Trustees to fulfill its elected obligations, including financial conditions of the District, capital needs, federal, state, and local regulation requirements, and updates on projects and activities of the District.
- Maintains acceptable public relations with customers, citizens, and other government and private agencies.

**Additional Job Functions:**

- Performs other duties as may be assigned by the Board of Trustees.

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**Necessary Knowledge, Skills and Abilities:**

- Comprehensive knowledge of the principles and practices of public administration as applied in a municipal setting.
- Comprehensive knowledge of local, state and federal rules and regulations that govern the operations of a government entity.
- Considerable knowledge of generally accepted accounting principles and their application in a municipal setting.
- Comprehensive knowledge of local, state and federal laws regarding labor practices.
- Comprehensive knowledge of the characteristics and features of a successfully functional governmental organization.
- Advanced knowledge of practices and procedures regarding the functions of diverse departmental functional areas in a municipal setting.
- Knowledge of research methods and techniques.
- Ability to provide leadership to ensure the efficient and effective operations of the District.
- Ability to maintain a high level of confidentiality in dealing with the Board of Trustees, employees, other agencies, and the public.
- Ability to maintain a high standard of ethics and principles as applied to the position.
- Ability to anticipate, policies, procedures, and resources necessary to ensure the efficient and effective operations of the District.
- Ability to recognize problems and formulate policies and recommendations necessary for their resolution or mitigation.
- Ability to effectively motivate and direct employees.
- Ability to make professional presentations to the Board of Trustees, the public, and other agencies.
- Ability to communicate effectively orally and in writing.

**Acceptable Experience and Training:**

A Bachelor's Degree in public administration, business administration or a related field and a minimum of five years of experience of progressively responsible local government management experience OR a Master's Degree and a minimum of 3 years progressively responsible local government management experience; or any equivalent combination of experience and education which provides the required knowledge, skills, and abilities to perform the essential job functions of this position.

**Additional Requirements:**

An employee of this class must be able and willing to be bonded and insured. An employee in this position must hold a valid driver's license at time of hire and must maintain license validity during his or her term of employment with the District.

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**Other Assignments:**

From time to time an employee in this position may be assigned other duties outside of the normal scope of responsibilities listed within this position classification description by the Board of Trustees. This job description is not intended to be an all-inclusive list of responsibilities assigned to this position and should not be interpreted as such. Assignments outside the scope of this description are to be considered temporary in nature and should not be construed as a demotion or significant alteration of normal job duties unless otherwise communicated to the employee by the Board of Trustees.

**Working Environment:**

An employee in this position experience infrequent exposure to the elements and adverse conditions during the normal course of duties. Employee may be exposed to or work in the vicinity of chemicals, dust, and other materials that require proper safety precautions. An employee in this position may be subject to working hours beyond that of normal scope and may be required to be available at any time of day or night, 365 days per year.

**Physical Requirements:**

Physical efforts in this position are minimal and involve standing, sitting, climbing, reaching and walking, and lifting of up to 25 lbs. Dexterity in the use of fingers and limbs is required for this position. Extended periods of sitting and standing are experienced in this position. An employee in this position must possess adequate hand-eye coordination and sensory perception abilities. Extended use of computer keyboards and monitors is experienced in this position.

**Tools and Equipment:**

Employee may be exposed to: motorized vehicles, office equipment, computer keyboards, hand tools, and other motorized and non-motorized equipment during the course of duties in this position.