

Frederick-Winchester Service Authority

EXECUTIVE DIRECTOR



The Frederick Winchester Service Authority (FWSA) is seeking an Executive Director to lead the department known for providing exceptional wastewater treatment services with fiscal stability and excellent personnel.



About the **AUTHORITY**

The Frederick Winchester Service Authority (FWSA) was created in 1974 by action taken by the City of Winchester and the County of Frederick, Virginia. The FWSA is a public body existing under the provisions of the Virginia Water and Waste Authorities Act that is part of the Code of Virginia (1950) as amended.

Although the City of Winchester and the County of Frederick established the Frederick-Winchester Service Authority, they do not exercise any oversight responsibilities. All policy and financial responsibilities lay in the hands of the Board of the FWSA.

The Board of the FWSA is made up of nine members. The Common Council of the City of Winchester and the Board of Supervisors of the County of Frederick make appointments to the Board. Presently the City appoints five members and the County three members. The City and County appoint the ninth member jointly.

The FWSA owns three wastewater treatment plants that serve the area. FWSA's activities are greatly influenced by the growth of the region and the need for additional wastewater treatment capacity to accommodate this growth in an environmentally responsible manner. The FWSA also recently constructed a waste-to-energy project that accepts high strength waste from customers throughout the region.

The acceptance and treatment of these types of waste is bringing two benefits to reality. FWSA will have created a new outside revenue stream through tipping fees charged. At present, FWSA has entered long term contracts with several local and regional businesses which are on course to bring in up to a million dollars in new revenue annually. It is also envisioned that the Waste to Energy Facility will promote economic development for the community and region.

Secondly, the Waste to Energy Project allows FWSA to treat "green waste" materials outside of the traditional wastewater treatment process. This addition to the Opequon Water Reclamation Facility allows for the facility to utilize "energy packed" waste to produce electricity and heat energy that will have a significant long-term impact on controlling the operating expense of the treatment facility.

These savings will be derived from reduction in heating fuel for processing and in electrical purchases from the electric grid with onsite electrical generation.

CITY OF WINCHESTER

www.winchesterva.gov

FREDERICK WATER

www.frederickwater.com

About the POSITION

The Frederick Winchester Service Authority is seeking an Executive Director to lead the department known for providing exceptional wastewater treatment services with fiscal stability and excellent personnel. The Executive Director is appointed by and serves at the pleasure of the Authority's Board of Directors.

This position is responsible for planning, organizing, directing, and managing all aspects of the FWSA's operations, including finance and budget for wastewater treatment and collection, system operations and maintenance, capital improvement, procurement and regulatory compliance.

The Executive Director has one direct report, which is a full-time Administrative Assistant.

Qualifications:

EXPERIENCE

- **Required:**
 - » 10+ years' experience in Finance or Budget for Government and/or Wastewater or related field
 - » 10+ years' experience in senior management
- **Desired:**
 - » Senior leadership experience in a public agency with direct interaction with elected and/or appointed officials
 - » Budget and rate setting experience
 - » Retail billing and collection experience
 - » Experience with legislative and regulatory processes (ideally in Virginia)

EDUCATION

- **Required:** Bachelor's Degree
- **Desired:** Master's Degree (MBA, MPA, or similar management-focused field of study)

Primary Duties:

- Work with the Board on the strategic vision including fostering and cultivating stakeholder relationships on Local, State, and National levels
- Assist in the development and negotiation of contracts
- Coordinate bond issues with the appropriate lenders (VRA, private banks, etc.). Work with lenders to ensure the Authority is in compliance
- Manage and perform complex analytical work that may involve extracting data from multiple databases and prepare summary reports; make recommendations based on information gathered; designs financial forms, spreadsheets, and worksheets for Authority and public consumption
- Develop and recommend policy and strategic direction to the Board; consider future industry trends, legal and regulatory issues at the local, state, and national levels
- Ensures the Board is well informed and prepared to set policy, establish rates, and respond to emerging issues related to FWSA's mission
- Maintain and update department procedure manual including training for new board members as needed
- Work with the City and County to plan and complete various capital projects, including obtaining funding as needed
- Manage the Authority's Finances: Balance annual budget and execute as approved; comply with all trust and loan agreements and financial policies; ensure rates recover full cost of service with appropriate reinvestment to ensure undue financial burden is not passed on to the next generation
- Continue to build own technical and leadership skills

Competencies:

- **Required:**

- » Proven skill in leading organizations
- » Ability to develop highly effective working relationships with policy-makers, regulators, association leadership, civic groups, elected officials, etc.

- **Desired:**

- » Personal connections with regional leaders
- » Strong written and verbal communications skills
- » Effective knowledge of and experience using social media

Salary:

The hiring range is commensurate with experience.

How to Apply

www.governmentjobs.com/careers/winchesterva

MSA **POPULATION**
137,621

MSA **SQUARE MILES**
1,062.8

