

Description

The Board of Directors of the Albemarle County Service Authority (ACSA) is seeking their next Executive Director to provide strategic leadership planning, directing, coordinating, and supervising a staff of 86 engaged employees. The Executive Director performs CEO level leadership and management of all activities of the ACSA, including leadership of all personnel in advancing the ACSA's mission of providing clean and safe water. The Executive Director ensures that all ACSA's operations are in compliance with regulatory requirements. The position is open because the current Director is retiring after 14 years in the position. The intent is that there will be an overlap with the current Executive Director to ensure a smooth transition for the new Director.

Job Duties

Some specific responsibilities include providing leadership of the ACSA staff in a way that supports and promotes performance expectations and operational objectives, as outlined in the newly adopted Strategic Plan found at serviceauthority.org. The Executive Director represents the ACSA, both orally and in writing, to the general public, other agencies, in litigation, and in presenting all reports and briefings to the ACSA Board; ensures the implementation of ACSA policies and procedures, the conduct of ACSA's business and procedures, and the well-being and work of all ACSA employees; prepares, coordinates, and schedules all materials necessary for the conduct of the regular monthly Board meeting and any associated work sessions; plans, directs, and coordinates the administration and implementation of ACSA policies, including but not limited to water and wastewater operations, financial operations, construction and maintenance of ACSA facilities and infrastructure, engineering design and review, and contract administration. The Executive Director annually reviews the ACSA By-Laws, updates ACSA's ten-year CIP, and annually makes recommendations for changes to, as needed, the ACSA Rules and Regulations.

The Executive Director also oversees and directs the efficient, cost-effective, and safe operation and maintenance of the ACSA's activities and services through proven leadership, demonstrating and encouraging the teamwork, and cooperation of ACSA personnel; provides guidance and training to support employee development and workplace safety; conducts semi-annual evaluations of all department heads and direct reports. Along with the Director of Finance, plans, coordinates, and approves proposal of the annual budget, including the recommendation of user rates necessary to fund the operating budget, debt service, and reserves.

Qualifications

Minimum requirements include a bachelor's degree in engineering, public or business administration, environmental management, or a related discipline. A minimum of ten years of progressively, responsible experience in an executive senior management team, operation, and maintenance of a public utility is preferred. Experience with fiscal responsibilities including budget preparation and administration, capital improvement programs, and strategic planning. A valid driver's permit issued by the Commonwealth of Virginia. This position requires night and weekend work during emergencies, and some overnight travel and weekend work from time to time. Preferred qualifications include working with a board-governed utility and a master's degree in a related field.

Residency is not required but the person needs to be located within 30 minutes of the service area (after appointment) to respond promptly to emergencies.

The expected hiring range is \$170,000 - \$200,000, depending on qualifications and experience, with an excellent benefits package.

To view a downloadable brochure about our Community, the ACSA, and to learn more about the position please go to: <https://serviceauthority.org/work-with-us/careers/>

How to Apply

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately. To be considered, submit a cover letter, resume, and five professional references. Email submissions may be directed to Emily Roach, the Director of Human Resources and Administration at hr@serviceauthority.org including "Executive Director Search" as the subject header. The Director of Human Resources and Administration will work in concert with the ACSA Board of Directors to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment brochure. The position will be open until filled with a first review of applications beginning April 6, 2024.