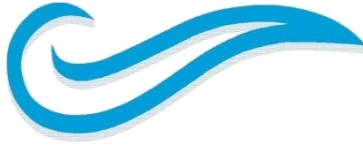


WATER AUTHORITY OF DICKSON COUNTY

101 Cowan Road, Dickson, Tennessee 37055
615.441.4188 | www.wadc.us



EXECUTIVE DIRECTOR

WATER AUTHORITY OF DICKSON COUNTY

Posting Date: October 1, 2024

Closing Date: October 31, 2024

Contact: Danny Bledsoe, dbledsoe@wadc.us

The Water Authority of Dickson County is seeking applicants for the position of Executive Director. The Position description is provided below. For consideration please submit resume to via mail or in person to Danny Bledsoe, 101 Cowan Road, Dickson, TN, 37055. Email resumes also accepted to dbledsoe@wadc.us.

Title Description

Under policy direction of the Board of Commissioners, performs high level administrative, technical, and professional work in leading, directing, and supervising the administration of Authority business, functions and performs related work as directed by the Board.

Major Responsibilities

This position has overall responsibility for Authority policy development and activities, including water resources planning, water distribution, wastewater collection, treatment, disposal, reclamation, fiscal management, administration, engineering, human resources, and overall operation of Authority functions. The position is responsible for accomplishing Authority goals and objectives, advising and providing recommendations to the Board, and for implementing the policies of the Board on an ongoing basis.

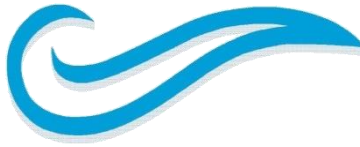
Essential Functions

Essential functions include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs through staff all work of the Authority; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Authority; develops and implements long and short-range plans to ensure attainment of Authority objectives
- Works closely with the Board of Commissioners, organizations, and appropriate federal and state agencies regarding Authority programs; advises the Board on issues and programs; prepares and recommends specific long-range plans and action proposals to the Board; coordinates the preparation and presentation of various agendas, reports, and written materials
- Makes final interpretations of Authority regulations and ordinances, codes, and

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applicable laws

- Directs the preparation and administration of the annual budget for the Authority
- Professionally represents the Authority in contacts with various governmental agencies; Community groups; and business, professional, and other organizations; directs the public relations and communications policies of the Authority
- Directs the development and implementation of management systems, procedures, and standards on an Authority-wide basis; ensures that the Authority follows all contractual and legal requirements regarding water supply and wastewater treatment and reclamation
- Reviews all Authority contracts; may negotiate contract terms
- Directs the selection, supervision, and work evaluation of Authority staff; develops, monitors, and implements employee relations and staff development activities; plans, organizes, and directs through subordinate supervisors the work of Authority staff and coordinates the work with outside agencies, contractors, and consultants
- Acts as the Authority employee relations officer; meets and confers with employees for wages, benefits, and other working conditions; prescribes the duties of employees; and fixes and alters employee's compensation pursuant to Board policy
- Directs the preparation and examination of public and private engineering plans, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance projects
- Holds regular management meetings to communicate expectations, receive feedback, resolve problems, discuss issues, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff's work activities, and provide required resources for work assignments

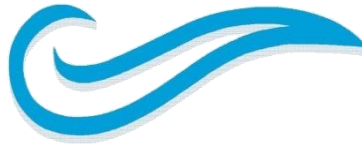
Knowledge, Skills, and Abilities

Knowledge of:

- Administrative principles and practices including goal setting and program and budget development and implementation
- Principles and practices of employee supervision
- Water resources management principles and practices
- Wastewater collection, treatment, disposal, and reclamation principles, methods, and facilities management
- Applicable laws and regulations affecting Authority administration
- Funding sources impacting service and program development

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- Principles and practices of construction and service contract negotiation and administration

Ability to:

- Plan, organize, administer, and coordinate a variety of services and programs
- Select, motivate, and evaluate staff and provide for their professional development
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls
- Analyze complex administrative problems, evaluate alternatives, and adopt effective courses of action
- Prepare clear and concise reports, correspondence, and other written materials
- Establish and maintain effective working relationships with the Board of Directors, Authority staff; members of local, state, and federal organizations; and representatives of the community
- Exercise sound, independent judgment within general policy guidelines
- Operate programs within allocated budgets
- Respond to emergency and critical situations in an effective manner
- Develop comprehensive plans to meet future Authority needs/services

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be: Bachelor's degree from an accredited four year college or university in civil engineering, public administration, business administration, or a related field, and ten years' experience in water production and distribution, and/or wastewater collection, treatment, disposal and/or reclamation, including five years in a managerial role. Experience working with an elected board or commission is highly desirable.

Licenses, Certificates, and Special Requirements

None required; however, position-related certificates and licenses will be noted.

The Water Authority of Dickson County is an Equal Opportunity Employer. The Water Authority of Dickson County does not discriminate on the basis of race, color, sex, national origin, age or disability in employment or the provision of services, programs, or activities.