

Executive Director

Job Description



FLSA Status: Exempt

DEFINITION OF WORK

Serves as chief executive officer of the Authority; recommends and carries out policies of the Board; supervises and coordinates staff members and other professional consultants in a program of planning, implementing and maintaining of storm drainage improvements and policies for those jurisdictions within the Authority's boundaries.

SUPERVISION RECEIVED

Works under broad administrative oversight of the appointed Board of Directors.

SUPERVISION EXERCISED

Directly and through subordinate managers and supervisors, oversees all activities of staff and operations of the Authority.

EXAMPLES OF DUTIES

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The duties or essential functions of this job may be modified at any time.

- Researches, drafts, proposes and implements policies and projects with the Board, the staff, and other units of government;
- Assigns duties to staff and is responsible for their performance;
- Recommends and administers the annual operating and capital budgets, including control of expenditures, investment of funds and the development of revenue sources;
- Advises the Board and outside agencies regarding matters affecting drainage;
- Represents the Authority with local governments and state and federal agencies regarding Authority programs;
- Develops and administers the personnel policies of the Authority including pay, fringe benefits and conditions of employment;
- Establishes an environment within the staff which supports and encourages diversity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the disciplines relevant to drainage and flood control, including hydrology and hydraulics;
- Knowledge of recent developments in the technology and techniques of analysis of data and of program development;
- Ability to direct and manage others in accomplishing goals;
- Ability to work closely with elected officials, volunteer Boards and local governments, regulatory agencies and their officials;
- Ability to develop and recommend new policies and programs;
- Knowledge and ability regarding the use of consultants in various disciplines;
- Basic understanding and ability to relate drainage concerns to the development of property and land use;
- Ability to perform the essential functions of the position as described herein.

EDUCATION AND EXPERIENCE – a combination of education and experience will be considered that is equivalent to those requirements listed.

- Bachelors Degree in Civil Engineering, Environmental Engineering, Business or Public Administration required.
- Ten (10) years of progressively responsible administrative, construction management or project management experience with five years of related managerial responsibilities.
- Valid driver's license and satisfactory driving record required.
- Registration as a Professional Engineer by the Colorado State Board of Registration for Professional Engineers and Land Surveyors, preferred.

WORK ENVIRONMENT

Work is performed in an office environment with some travel and some field work possible.