

JOB DESCRIPTION

DISTRICT ADMINISTRATOR

The District Administrator is the chief executive officer of the District and subject to the control of the Board of Trustees. The Administrator will manage, direct, and be responsible for the conduct of all affairs of the District except those which, by law or District Bylaws, are made the specific responsibility of the Board or any of its individual members. The Administrator should have strong people skills to work with the districts, employees, customers and vendors. The Administrator should possess strong written and verbal communication skills, be computer literate with the ability to work with spreadsheets and be willing to assume 24/7 responsibility for District operations. Have a strong desire to learn the operations and working knowledge of wastewater operations along with the collection, treatment, and discharge of wastewater. Building Construction experience/knowledge, a requirement - Business background or an environmental studies background as well as experience in a wastewater operation is a plus, however not a requirement.

As executive officer, the Administrator will perform any/all of the following tasks:

- Supervision of full-time, part-time, and/or temporary employees of the District to assure complete, accurate, and timely completion of all District administrative and/or maintenance functions.
- District liaison with all contracted professional (attorney, engineering firm, accounting firm, etc.) and/or contracted labor personnel to assure that Board directives are being followed and/or work is being done in accordance with all active contracts and within all District policies and procedures.
- Develop policies, procedures, and ordinances for Board review and approval, as needed or directed, and make certain that all approved policies, procedures, ordinances, specifications, etc., are being followed completely by administrative and/or maintenance personnel.
- Keep abreast of all financial obligations to assure full compliance with Indiana Code.
- Work with wastewater vendors, securing quotes/bids, and preparing recommendations to Trustees for required repairs, replacements and additions to District buildings and/or capital equipment.
- Keep the Board of Trustees informed on all aspects of District operation through regular and special Board meetings. Prepare all documents and schedule all necessary presentations for Board meetings.
- Work with state and county officials—SBOA, IDEM, Health and Building Departments, Township Trustees, etc.
- Maintain complete awareness of all existing and proposed laws, regulations, codes, etc., which affect current and future operations of regional sewer districts.
- Make periodic inspections of all District facilities
- Maintain the District's website.
- Continually look for ways to improve service while reducing the cost of doing so.
- Identify needed projects and coordinate/direct their completion with contractors or employees, while monitoring project costs and identifying areas for improvement.
- Perform other duties as may be required from time to time or as directed by the Board of Trustees.