



City of Columbus

Applications can be picked up in the Personnel Office at Columbus City Hall, 123 Washington Street, Columbus IN 47201 or obtained online at www.columbus.in.gov on the Career Link.

Date of Request:	January 19, 2018
Date Required:	June 1, 2018
Department:	Columbus City Utilities
Position Title:	Executive Director
Working Hours:	Monday - Friday, 8:00am-5:00pm
FLSA:	Exempt
Type of Position:	Full-time
Application Deadline:	March 16, 2018

EDUCATION: Bachelor's degree is required. Preference for a Technical or Science degree, but will consider Business or other.

CERTIFICATION: Registration as a Professional Engineer is a plus.

RESIDENCY: The City of Columbus personnel policy requires that all employees reside within Bartholomew County or a county contiguous to Bartholomew County within six (6) months of employment.

POSITION SUMMARY: The Executive Director of the Columbus City Utilities is the chief administrative officer of the water and sewer utilities of the City of Columbus, Indiana. The Executive Director is intended to fulfill the duties of the utility superintendent of both water and sanitary sewer facility as defined in IC-8-1.5-3-5. The Executive Director is the "public Face" of the CCU. The Executive Director has all authority and meets all requirements of the Department Head under the Personnel code of the City of Columbus, Indiana.

BACKGROUND:

- Prefer a minimum of 10+ years of relevant experience, including extensive experience in water and wastewater utilities and applications.
- Progressively responsible management and supervisory experience in the water and wastewater field required.
- Proven ability to direct and motivate personnel.
- Should be knowledgeable in the principles and practices of municipal operations, including rate supported utilities.
- Should have working knowledge of best practices for finance and public policy affecting utility operations and programs.

- Capacity to identify critical issues related to financing alternatives.
- Prior experience dealing with common utility industry challenges, including revenue sources and agency infrastructure.
- Proven experience managing and communicating with a public organization is preferred.

OTHER REQUIREMENTS:

- Must have a valid Indiana Driver's License and maintain at all times. Must have a good driving record, sufficient to be covered by city insurance while on duty.
- This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

PERSONAL CHARACTERISTICS:

- Visionary and strategic leader.
- Transparency.
- Excellent communication skills. Very comfortable representing utilities to the public.
- Curiosity and willingness to ask questions and thoroughly understand the business.
- Collaborative.
- Ability to assess and prioritize utility needs.
- Planning and organizational skills.

DUTIES:

- Oversee all operations of the utility and any construction work, repairs, or alterations to the system.
- Appoint, supervise, and dismiss all employees of the utility; in accordance with the City personnel policy.
- Represent the Columbus City Utilities to the community.
- Employ unskilled labor when needed, without competitive examination.
- Investigate all claims against the utility.
- Develop policies, planning, and implementation of personnel, finance and facilities goals to timely meet the requirements of the 25-year master plans and interim plans.
- Develop long range plans and programs, which are beneficial to the City and to its existing customers for the control of utility services to rural areas.
- Develop processes for well-organized and clear decision-making presentations to the Utility Service Board for its approvals and to the Columbus City Council for improved relationships.
- Continue Total Quality programs.
- Bring about an efficient and economical operation and maintenance of the utility.
- Oversee preparation of the annual financial plan for review and approval by the Utility Service Board and the Columbus City Council as per statute.
- Conduct all other activities and meet the requirements for performance as required by Indiana laws.
- Keep Utility Service Board appropriately, advised and informed on all issues facing the Columbus City Utilities.
- Interact with the Indiana Department of Environmental Management (IDEM) as needed.

ORGANIZATIONAL/POSITION HIGHLIGHTS:

- The Columbus City Utilities in Columbus, Indiana is dedicated to providing its customers with the highest quality services at a reasonable cost with the most responsive impact on the Community.
- A Water and Wastewater Utility Master Plan was recently completed as a guidance for budgeting for and implementing capital improvement projects over the next 20 years.
- The Columbus City Utilities services 16,000 residential, commercial, and industrial accounts with annual revenue of \$15 million.
- Opportunity to lead strong performing utility during a time of exciting and strategic initiatives.
- Strong support from Board, Staff, City and City Council. Transparent culture.

***Note:** This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

AN EQUAL OPPORTUNITY EMPLOYER

M/F/H/V