

**Job Description:
Warren Township Sewerage Authority
Executive Director**

The Executive Director shall be the chief executive and administrative officer of the Warren Township Sewerage Authority (the "Authority") and shall answer directly and report to the Authority Board Members. The Executive Director shall be a full-time position appointed on an annual basis and shall serve at the pleasure of the Authority.

Qualifications for this position include 5-10 years' experience in the wastewater treatment/collection system field, a BS degree in Engineering or related science field from an accredited institution, and a Professional Engineering License in good standing. Preferred candidates should also have experience and knowledge of the New Jersey local public contract and bidding procedures, municipal finance, and New Jersey Department of Environmental Protection Water Quality Regulations.

Responsibilities of the Executive Director include, but shall not be limited to, the following:

- (1) Day-to-day operations of the Authority;
- (2) General supervision of Authority functions, including but not limited to Authority administration, environmental protection, plant operations, engineering, construction, maintenance, financial, legal, insurance, procurement, human resources, and insurance, as well as compliance with all environmental permits and federal, state, and local laws and regulations;
- (3) Communicate with Authority customers via counter, phone, and email and handle customer complaints;
- (4) Direct oversight of Authority employees and staff;
- (5) Oversight of all human resources decisions and making recommendations to the Authority related to staffing discipline;
- (6) Approval of all purchase orders, payroll, and expenditures, including petty cash funds;
- (7) Overall fiduciary responsibility of all Authority funds, accounts, and investments;
- (8) Direct oversight and management of Authority consultants, including professionals, as well as the private operator of the Authority sewerage system;
- (9) Preparation of annual budget and annual rate setting for the Authority in consultation with Authority staff and consultants;
- (10) Preparation of all Authority meeting agendas and materials, attend all Authority meetings (special and general), and oversight of the preparation of all Authority meeting minutes;
- (11) Proper maintenance and retention of all records of the Authority;
- (12) Serve as Secretary to the Authority;
- (13) Execution of all legal, financial, regulatory and other documents, as authorized/required;
- (14) Making recommendations to the Authority for short and long-range planning, in all areas, such as engineering, capital improvements, financial, personnel, etc.; and

- (15) Liaise and coordinate with Warren Township officials regarding shared services arrangement between the Authority and the Township, as well as with the New Jersey Department of Environmental Protection, regional and local treatment authorities, and other public entities.

In addition to the duties and responsibilities set forth above, the Executive Director shall perform such other responsibilities as may be directed by the Authority from time to time.

Applicants should submit a resume and cover letter with salary requirements to the Authority's Temporary Executive Director, Thomas B. Shannon, at tshannon@wtsauth.org, by mail to the Warren Township Sewerage Authority, Warren Township Municipal Complex, 46 Mountain Boulevard, Warren, New Jersey 07059.

The deadline for application submissions is Friday, September 15, 2017.