

Job Specification



EXECUTIVE DIRECTOR

Classification: Exempt
Grade: 22
Function: Executive

Position Summary:

To be responsible for the administration, management and direction of the affairs and business activities of the Narragansett Bay Commission as pertaining to the laws, rules and regulations governing the use of the wastewater treatment facilities and the network of interceptors throughout the District; to serve as Secretary to the Commission; and to do related work as required.

Essential Duties and Responsibilities:

To be responsible for the administration, management and direction of the affairs and business activities of the Narragansett Bay Commission as pertaining to the laws, rules and regulations governing the use of the wastewater treatment facilities and the network of interceptors throughout the District.

To assist the Narragansett Bay Commission in the formulation of the Commission's policies and procedures.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on this evaluation.

To review existing laws, proposed legislation, rules and regulations and make recommendations to members of the Commission.

To coordinate program planning and development with state and local agencies and with private organizations.

To be responsible for developing and maintaining an agency-planning component in order to update operational program standards and to effect evaluations of program results.

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To be responsible for the development and maintenance of a financial management process, including budgeting, capital development, fiscal control, accounts management and auditing.

To be responsible for developing and maintaining a personnel management program including personnel policies and procedures, organization development, staff utilization and employee appraisal systems.

To periodically review the planning, installing and maintaining of methods, procedures and techniques approved to assure the safe and efficient operation and functioning of the treatment facility.

To serve as Secretary of the Commission.

To prepare the agenda, attend and record minutes of all Commission meetings.

To provide required reports and reference material for the Commission's review; to implement decisions of the Commission.

To be responsible for receiving applications for usages of facilities and the examination of such applications to insure conformance with all applicable laws, rules and regulations.

To coordinate the activities of the wastewater treatment facility with federal, state and local agencies concerned with sewage disposal and environmental protection.

To be responsible for handling all correspondence concerning information, problems or complaints not requiring the attention of the Commission.

To be responsible for developing and maintaining an efficient system of management information.

To maintain an effective public relations program which will provide an understanding of the Commission's policy and of the functions and objectives of the various programs.

To do related work as required.

Education and Experience:

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Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in business or public administration or in engineering; and

Experience: Such as may have been gained through: considerable employment in a managerial position involving the administration of a wastewater treatment facility; or considerable employment in a responsible administrative position with a public or private regulatory body. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Job Knowledge, Skills and Abilities:

A thorough knowledge of the State's laws, rules and regulations pertaining to the Narragansett Bay Commission; a thorough knowledge of state and federal laws governing wastewater treatment facilities; the ability to interpret, explain and enforce such laws, rules and regulations; the ability to plan, organize, direct, supervise and review the work of staff and other supervisor personnel engaged in the operations of a wastewater treatment facility; the ability to evaluate the effectiveness of programs and to recommend changes to make them more effective; the ability to motivate the staff to cooperative attainment of commission goals; the ability to audit the operations of the wastewater treatment facility for conformance to federal and state laws and regulations; the ability to analyze financial statements and to prepare budgets; the ability to prepare accurate and concise reports containing findings, conclusions and recommendations; the ability to administer an effective public relations program; the ability to maintain effective working relations with associates and with other public and private agencies; and related capacities and abilities.

Supervisory Responsibilities:

Supervision Received: Works under the administrative direction of the Narragansett Bay Commission with wide latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to directions, policies, procedures, rules and guidelines of the Commission.

Supervision Exercised: Plans, organizes, directs, coordinates and reviews the work of a professional, scientific, technical and clerical staff.

Physical Demands:

None