

## **Executive Director (12-9-21)**

The Willingboro Municipal Utilities Authority (WMUA) is seeking a highly motivated individual to immediately fill the open position of Executive Director of our Class 3 Water and Wastewater Treatment Facility.

The individual selected will, under the direction of the WMUA Board of Commissioners, be responsible for the following duties:

1. The direction, development, supervision, monitoring and internal controls for the administration and management of the daily WMUA activities.
2. Administer all policy and procedures adopted by the WMUA, recommending changes as necessary.
3. The preparation of policy statements, procedural guidelines, & public announcements to the media.
4. Coordinate, conduct and initiates policy-level meetings and conferences as required.
5. Represents the WMUA at meetings, conferences and public events as required.
6. Makes the Board aware of any bills in the legislature that may have an effect on existing WMUA policy and administrative activities and their estimated financial impact, if enacted.
7. Maintains liaison with federal, state, county and municipal officials including units of government throughout the state.
8. Recommends a suitable organizational structure under their charge within which the prescribed functions of the WMUA can be discharged.
9. Manages the daily work operations and functional programs of the WMUA and conducts annual employee evaluations, including the recommendation of hiring, firing, promoting, demoting, and disciplining employees.
10. Coordinates the development and recommendation of the Annual Budget.
11. Recommends the development of policy, programs and plans for the proper management of WMUA fiscal activities.

12. Directs, in coordination with the retained Professional Service personnel, the preparation of financial, statistical, operating and other reports resulting in findings, conclusions and recommendations necessary to promulgate rules, regulations and decisions to safeguard the public interest.
13. Maintains and ensures the completeness of all records and files.
14. Ensure that every customer's concern is addressed in a professional, courteous, and timely manner.

Position Requirements:

- Minimum Bachelor's Degree from an accredited College or University.
- 5-10 years experience in the Administration and Management of programs equal to Water and Wastewater Treatment Facilities or of similar Public or Private Utility operation.
- Must submit to background check.
- Knowledgeable of the administration, operation, maintenance, customer service, civil service, unions and human resources.
- Utilization of various types of electronic devices, system software and information systems such as Office, Zoom, Edmunds and/or other related industry standards.

References confirming a candidate's experience and successes in management of a utilities authority or organization similarly situated to that of the WMUA are required. Salary DOQ. EOE. Interested candidates should provide cover letter, resume, salary/benefit requirements and copies of any related certifications/licenses via hard copy or email to Michael Riley, Esq., Law Offices of Riley & Riley, Executive Court, 2 Eves Drive, Suite 109, Marlton, New Jersey 08053, [rileyandrileylaw@yahoo.com](mailto:rileyandrileylaw@yahoo.com). Deadline for submission is December 31, 2021 at 5:00 p.m.