



Southeastern Colorado Water Conservancy District

Job Description

Job Title: Executive Director

Department: Executive

Supervisor: Board of Directors/President

FLSA Status: Exempt (Executive)

Prepared By: Stephanie Shipley

Prepared Date: November 30, 2023

Current Salary Range 2024:

Range Min	Range Midpoint	Range 70%	Range Max	Range Spread
\$194,698	\$243,372	\$262,842	\$292,046	40%

Summary

Under general direction of the Board of Directors, the Executive Director manages and directs the overall activities of the Southeastern Colorado Water Conservancy District, (District) and its Water Activity Enterprises.

The Executive Director is responsible for leading the management and operations of the District by identifying, planning, and implementing strategic and financial initiatives that are consistent with those developed with and approved by the Board of Directors. Key to these strategies is to ensure a sustainable and economical water supply and storage for the residents served by the District.

DISTINGUISHING CHARACTERISTICS

Executive Director is responsible for the overall activities in the day to-day management and administration of the District and in the planning and execution of programs and projects for accomplishing the District's short-and long-term goals and objectives. Within assigned areas of responsibility, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of the District's resources in serving its stakeholders water needs, both currently and in the long-term, while operating in a rapidly changing environment.

The Executive Director will work with the Board in a collaborative manner to address the current and future state of the water resource issues affecting southeastern Colorado and the other upper basin states and as directed by the Board to do so, provides direction to legal counsel.

Key initiatives for the Executive Director General Manager are to work closely with the Board and numerous stakeholders (including regulators, government, customers, and

general public) to ensure debt repayment, fund and complete infrastructure improvements necessary to maintain the District reliability; locate and secure water sources; strengthen the workforce; and ensure the reliable delivery of power.

At the designation of the Board of Directors, the Executive Director may also act as Assistant Secretary or Treasurer of the District.

This is an at-will director-level position and serves at the pleasure of the District.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, controls, integrates and evaluates the work of all departments and ensure operations and services comply with the policies and strategic direction set by the Board of Directors as well as following applicable laws and regulations; participates in the formulation of the District's strategic and business plan; works with staff to develop, implement and monitor short and long-term plans, goals and objectives and board priorities and continue to focus on achieving the District 's mission.
- Oversees, coordinates and directs the development of operating and capital improvement budgets; evaluates and reviews budget requests and proposals with department heads; coordinates review of key policy and financial issues, conflicts and decision points with the Executive Director and staff; directs, coordinates and oversees development of preliminary and final budget documents, supporting exhibits and detail; presents or participates in presenting proposed budgets to the board and its Finance committee; monitors implementation of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, financial strategies and procedures to achieve short- and long-term District -wide goals and objectives within assigned areas of responsibility.
- Plans and evaluates performance of assigned managers and assists in planning and evaluating performance of members of the staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District 's personnel rules, policies and labor contract provisions where applicable.
- Executive Director provides leadership and works with staff to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the District 's mission, strategic plan, objectives and values.
- The Executive Director, reviews and evaluates the District 's operational efficiency and organizational effectiveness; provides day-to-day leadership and works with staff to initiate and implement organizational change, enhancements to District Administrative Code provisions, policy and procedure improvements, as well as District-wide and departmental initiatives for operating and service improvements and enhancements; promotes continuous improvement processes; works with key staff to ensure a high performance, customer-service oriented work environment consistent with sound modern management principles and District mission and values.
- The Executive Director assesses stakeholders and community needs and ensures District objectives and priorities are focused on meeting those needs effectively, efficiently, consistently and at established quality standards; directs development and implementation

of programs and initiatives to assist stakeholders in better serving their ratepayers and consumers.

- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address the District stakeholder's quality and service needs; advises the Board regarding policy issues, programs and projects to meet needs; identifying, articulating and implementing policies, programs and projects; assists with stakeholders in maintaining effective working relationships and productive lines of communication with stakeholders and board members.

- Executive Director interprets the Board of Directors instructions and requests; makes interpretations of District policies, and applicable laws and regulations to ensure compliance within assigned areas of responsibility.

- The Executive Director in partnership with the Board President act as key spokespersons for the District to all constituencies of customers, regulators, government agencies, and the media regarding important SECWCD operations. In this role, the Executive Director is expected to be a leader in the water industry through leadership, participation, and representation with key government, industry, and trade association organizations. In addition, the Executive Director is responsible for keeping the Board fully informed regarding new developments within the organization, allowing the Board to function with maximum effectiveness.

- Executive Director participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs.

- The Executive Director is also responsible for establishing and monitoring an ongoing succession planning process throughout the organization. This process includes hiring, mentoring, training and developing staff to encourage career growth among direct reports and their respective departments, while providing them with opportunities to stretch beyond their current responsibilities. The Executive Director is the role model for the organization.

- Participates in major negotiations with contractors, consultants, vendors and other public agencies.

OTHER DUTIES

- Participates in regional, state and national water industry meetings and conferences to represent the District and stay abreast of trends and technology.

Qualification Guidelines:

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered.

Graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of a large, complex public water agency.

Other Desired Qualifications:

Knowledge of

Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large, complex public water agency; principles, practices and techniques involved in the construction, maintenance and operation of a large, complex potable water transmission and storage system; federal, state and local laws, environmental regulations and court decisions applicable to a water transmission and storage system; District functions and associated management, financial and public policy issues; principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of a public board of directors; the law and regulations governing the conduct of public meetings; social, political and environmental issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of effective human resource management and supervision; District personnel rules, policies and labor contract provisions; principles and practices of sound business communications.

Ability to

Analyze and make sound recommendations on complex management and administrative issues; plan, organize and direct the operations of a large, complex water transmission and storage system; understand, interpret, explain and apply District policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within policy guidelines; establish and maintain effective working relationships with Board members, District staff and managers, stakeholders officials and representatives, elected and appointed governmental officials, Bureau of Reclamation, and other industry and business executives, professional and community groups, consultants, employees, and the public; exercise high levels of tact, diplomacy and discretion in dealing with extraordinarily sensitive, complex and confidential issues and situations.

Licenses / Certificates / Special Requirements:

Current driver's license.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit, talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems in an ambiguous, dynamic, political environment; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with tact, diplomacy and political acumen with Board members, Authority executives and managers, other elected and appointed governmental officials, industry and business executives, community and professional groups, consultants, developers, employees, media representatives and the public.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. Responsibilities of the position may entail frequent travel and representation of the District at evening and weekend meetings, conferences and events attended by high-ranking officials.

Within assigned areas of responsibility, the employee works under typical office conditions, and the noise level is usually quiet. Responsibilities of the position may entail frequent travel and representation of the District at evening and weekend meetings, conferences and events attended by high-ranking officials.

Signature

Date