



Western Area Water Supply Authority Executive Director

Accountable to: Board of Directors

- Work internally with Board of Directors and Member Entities
- Work externally with inter-industrial and professional authorities, attorney, consulting engineer, auditors, Bank of North Dakota and other financial institutions, farmers home administration and North Dakota municipal bond bank, suppliers, insurance companies, other water user corporations and authorities, public and community, North Dakota Industrial and Water Commissions and other state and federal agencies, contractors, and public officials.

Description: To manage and supervise the affairs of the Authority in accordance with the policies of the Board of Directors; to advise and assist the Board of Directors in the formulation of written objectives and policies that will assure effective guidance to operations and secure the sincere support of all personnel; to provide a high quality, dependable and adequate supply of water to the members of the Authority at the lowest possible cost; and to keep the Board adequately informed relative to progress, plans, programs, and activities so that they may determine adequacy, effectiveness, conformity to established policies, objectives and budgets.

Duties and Responsibilities:

Planning

- Review ideals, objectives, and goals and recommend to the Board of Directors changes or additions.
- Interpret trends in terms of desirable development, expansion, economics, margins, and related subjects and make appropriate recommendations to the Board of Directors.
- Participate in general management planning and take appropriate actions.
- Plan and develop, make recommendations, and participate with the Board of Directors in the determination of objectives and policies on but not limited to finance, organization, membership, public relations, construction, maintenance, purchasing, credit and collections, investments, and personnel. Interpret approval of policy to personnel and see that such interpretations are extended through appropriate channels.
- Initiate, foster, and encourage the development of operating efficiencies, enhanced customer service, and improved Member Entity relations programs.
- Foster and direct the planning of activities and the means for developing good corporate relationships with members, civic groups, and other water user Authorities, farm organizations, youth groups, church groups, service organizations, and the communities in the area served.
- Direct the planning of long range programs including capital expenditures and operational cost estimates. Recommend to the Board of Directors long range plans and reviews current range plans for revision or re-approval periodically by the Board of Directors
- Direct the planning, development, and preparation of the annual operational and capital budget. Review, approve, and recommend the over-all budget to the Board of Directors for their approval.
- Attend and participate in Member Entity board meetings.
- Review and determine the utilization of existing facilities, equipment and physical arrangements. Submit recommendations to the Board of Directors when additional facilities are needed.
- Review insurance coverages of the Authority for conformity with Board policy and makes recommendations to the Board of Directors relative to the Authority's insurance requirements.



Organization

- Periodically review all activities of the Authority for the Board of Director's determination of whether the management services are carrying out the basic administrative functions of the Authority. In conformity with a general plan approved by the Board, see that all responsibilities and authorities for operations of the Authorities are met.
- Hire, supervise, and terminate personnel. See that personnel salaries are fair and equitable so that the Authority can expect management's personnel to be highly competent.
- Initiate and promote appropriate training and safety programs for all personnel.

Administration

- Direct the activity of the Authority; make certain that all responsibilities, authority and relationships are understood and accepted

Controls

- Review reports of receipts, disbursements, and cash balances needed to keep constantly informed regarding financial position of the Authority.
- Analyze annual and monthly financial and operating reports with interpretations, compare actual income and expenses with the budget, and initiate corrective action when necessary.
- Review personnel reports and accident records, and observe results of training and safety programs to determine changes and improvements needed.
- Periodically audit performance to assure compliance with Authority's policies.
- Review progress reports and determine necessary action to meet budget and time schedule.
- Review the analysis of member complaints and initiate action necessary in rendering satisfactory and efficient service.
- Periodically analyze, with the assistance of the attorney, operating practices to assure compliance with local, state, and federal laws and regulations.
- Review auditor's financial report with the Board of Directors and report any remedial action.
- Determine compliance of the operations of the Authority with the Bylaws; recommend changes in the Bylaws to the Board when necessary.
- Review and understand member entity agreements and recommend amendments as necessary.
- Attend and make project related presentations as requested at regularly scheduled State Water Commission, Industrial Commission, and Water Topics Overview Committee meetings.
- Work with and report to the North Dakota Legislature and Legislative Committees as required for construction funding and periodic reporting to the Legislature.
- Meet with parties interested in the project to promote and describe the history and status of the WAWSA through radio, TV, and newspaper interviews; public speaking engagements; press releases; and various other mediums.
- Determine and understand industrial water market and conditions in WAWSA's service territory.
- Work with industrial water users for the purposes of planning of water availability, establishing industrial water rates, and drafting and executing industrial water supply agreements.