



**EXECUTIVE DIRECTOR
PEARL RIVER VALLEY WATER SUPPLY DISTRICT**

CHARACTERISTICS OF WORK

This is highly responsible administrative work involving the management of the Pearl River Valley Water Supply District. Work involves administering and directing all activities of the Ross Barnett Reservoir, including operation of a regional public water supply reservoir, formulating plans and directing the operations of the agency through division, department or unit heads, and other subordinate workers. Work is performed within the framework of state and/or federal laws, rules, and regulations and includes the establishment of policies, procedures, and regulations as they to the agency and its funding. Work also includes approving the appointment of such personnel as needed to accomplish the agency's goals; approving budget requests and administrative expenditures, supervision of property development, and maintain liaison between various branches of local, state, and federal government.

EXAMPLES OF WORK:

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Performs all functions and exercises full administrative authority in administering the operations of the agency, including working with Chief Engineer to implement the operational plan for release and storage of water from Barnett-Reservoir and to assess the impact of water level and shoreline development on water quality, water supply, public recreation and fish and wildlife.

Supervises the implementation and update of the master development plan for the agency and develops and submits goals, objectives, plans and proposed policies for the agency's operations to the Board of Director's for consideration and/or adoption

Supervises the ongoing development and implementation of a long term public information, awareness and outreach plan.

Interprets established policy for operation and management of personnel and property and ensures that all agency policies are property implemented and followed.

Coordinates all administrative matters of the agency including budget preparation and personnel administration as well as execution of contracts on behalf of the agency as provided for by agency policy

Promotes teamwork among the various work forces of the agency, ensuring that lines of communication are open and effective, paying necessary attention to detail to achieve a high level of staff performance and cooperation.

Ensures coordination of activities of the agency with other governmental entities and serves as agency representative with various local, state, and federal organizations and governmental units.

Maintains effective communications with news media, leaseholders, water customers and the general public.

Maintains an effective relationship with the Board of Directors to ensure that optimum operation of the agency is achieved.

Provides timely, accurate and sufficient information to the Board of Directors of the agency in order to assist the Board in carrying out its duties as established by law.

Related or similar duties are performed as required or assigned.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's degree from an accredited four-year college or university.

AND

Experience:

Ten (10) years work experience in the special experience defined below.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university.

AND

Experience:

Eleven (11) years work experience in the special experience defined below.

Special Experience

Employment in a responsible administrative or professional capacity in either public or private enterprise involving an area of work related to the functional responsibility listed in the examples of work.

Interview Requirements

Any candidate who is called to the agency for an interview must notify the agency in writing of any reasonable accommodation needed prior to the date of the interview.

Investigation

By applying for an interview, all applicants are consenting to a background investigation and a verification of the accuracy and completeness of information submitted and statements made to the agency.