

FEBRUARY 2019

CLASS TITLE: **Assistant Executive Director**

FLSA: **Exempt**

PURPOSE OF CLASS: Performs multiple functions in the planning, directing, organizing, and managing of the operations and personnel of the Yadkin Valley Sewer Authority under the general supervision of the Executive Director.

PRIMARY TASKS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed.)

- Oversee the Pretreatment and FOG programs for the Authority under the direction of the Executive Director.
- Assists in the development and coordination of the Authority's multi-year Capital Improvement Plan (CIP), including developing project descriptions, preliminary budgets, and schedules.
- Assists Executive Director with activities, operations, and services related to budget, administration, staff development, and operations. Seeks and supports continual improvement related to program outputs.
- Receives, investigates, and responds to citizen and customer complaints and inquiries concerning wastewater service. Responds to public complaints regarding infrastructure and projects.
- Assists Executive Director with regular reviews of rates, fees, and charges for fairness and regulatory compliance.
- Reviews, evaluates, and approves construction change orders.
- Assists Executive Director with discussions of grants, contracts, and operations with a variety of governmental and regulatory agencies and levels and with the public media.
- Performs any other job duties and tasks as required by the Executive Director.

EQUIPMENT OPERATED: Automobile, computer, SCADA, copier, and other office equipment as required.

REPORTING RELATIONSHIP: This position reports to the Executive Director.

WORKING CONDITIONS: This is mainly sedentary work requiring exerting up to 50 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; work requires reaching, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, to determine the accuracy, neatness and thoroughness of work and to observe general surroundings and activities; the worker is not subject to adverse environmental conditions.

QUALIFICATIONS OF CLASS:

Education and Experience:

Bachelor's degree preferably within the Biological Sciences field; supplemented by experience involving water/wastewater system operations, management/supervision, budget development and administration, and public interaction; or an equivalent combination of education and/or experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of the methods and techniques used in wastewater treatment and in the repair, maintenance, and rehabilitation of sewer lines; thorough knowledge of the tools, materials, and equipment used in treatment and line repair work; comprehensive knowledge of the occupational hazards and safety precautions of the work; ability to plan and direct the work of subordinates; ability to prepare reports, drawings, and sketches; ability to establish and maintain effective working relationships with Board members, government officials, associates, and the general public.

- Detailed knowledge of supervisory, management, and administrative principles and practices preferred.
- Detailed knowledge of laws, regulations, and practices related to the business of municipal or wastewater treatment engineering preferred.
- Excellent communication and organizational skills required.
- Ability to read extensively, prepare and analyze data, and use measuring devices.
- Ability to effectively plan, supervise, and coordinate the activities, personnel, and functions of a wastewater operation are a plus.
- Ability to prepare and present comprehensive oral and written reports.
- Ability to deal courteously yet firmly with the public.
- Excellent Microsoft Office skills (e.g. Word, Excel, and Outlook) required; GIS and/or AutoCAD Skills are a plus.

Special Requirements: Possession of an appropriate valid North Carolina driver's license.

THE YADKIN VALLEY SEWER AUTHORITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE, OR NON-EMPLOYMENT RELATED DISABILITY IN EMPLOYMENT DECISIONS. IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, THE YADKIN VALLEY SEWER AUTHORITY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES.