

Action Memo

To: Board of Directors
From: Barbara Carawan
Date: 05-07-2020
Re: CEO Job Description and Recruitment

To approve the attached CEO job description and send it to professional employment search firms for a rate quote and description of services to be provided.

If you agree with this action please sign below. If you do not agree please place NO on the signature blank and initial. **(Note this must be a unanimous decision to pass)**

✓ Daryl Lynchard _____
James Dabney _____
Grant Summers _____
Will Goulet _____
✓ Mike Kennedy _____
✓ Kevin Lanier _____
✓ Fred Terasa _____

This will be a Board Action without a meeting and will be recorded as such in accordance with Chapter 617 F.S.

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Holley Navarre Water System (HNWS), a member owned not for profit that provides water and wastewater services and maintains those systems' infrastructure, is seeking a Chief Executive Officer (CEO) to lead our executive team. The CEO reports to our seven member Board of Directors and is responsible for the development and implementation of our business strategy, maintaining healthy organizational culture for all of our business units, employees, and for communication with our membership and the media.

Salary:

- Based on Experience
- Relocation expenses up to \$10,000

This is a contract salaried position (2 year contract with renewals)

Responsibilities:

- Developing the annual budgets of HNWS and its subsidiaries for Board approval
- Reporting monthly profit and loss statements of HNWS and its subsidiaries for Board review
- Overseeing operations, inventory and maintenance of HNWS's facilities
- Lead the HNWS executive staff, while managing the development, supervision, and administration of HNWS and affiliate staff and programs.
- Provide oversight to the process of screening employee compensation packages and presenting options / recommendations for HNWS Board consideration.
- Ensure development, implementation, and financing of the HNWS capital improvement programs. and pursue state funding opportunities.
- Lead the preparation of HNWS's strategic and business plans based on policy direction from the Board of Directors.
- Ensure HNWS's operations comply with local, state, and federal water quality and related environmental and safety standards.
- Direct water and wastewater service contracting efforts, including contract negotiations.
- Represent the HNWS in local, regional and state initiatives to advance regional collaboration, economic development and utility system optimization.
- Represent the HNWS in activities of relevant professional societies and organizations.

Education:

- Bachelor's degree in Business Administration, Accounting, Engineering or a related field is required.
- Minimum of 5 years of experience in management and leadership roles of public entities, water/wastewater utilities, and/or business or public entities subject to environmental regulation is required. Acceptable combination of education and experience may be considered.

Preferences:

- Demonstrated knowledge of water and sewer systems engineering, construction, repair, and operations including the applicable laws, rules, regulations, and ordinances related to water and sewer systems.
- Proven ability to work collaboratively with an active governing board in establishing and implementing policy goals and objectives and maintaining effective working relationships with the HNWS Board, regulatory agencies, and customer communications.
- Demonstrated experience working collaboratively with staff, suppliers, outside consultants, contractors, the media, and the general public.
- Experience in grant applications is a plus.
- Considerable knowledge of personnel policies and procedures.
- Proven ability to supervise and motivate a large and varied staff.
- Demonstrated knowledge of budgeting, accounting, finance, and procurement practices.
- Confirmed ability to identify potential opportunities to realize cost savings in utility operations and capital project delivery.
- Strong written and verbal communication skills.
- Strong critical thinking and problem solving skills.
- Strong work ethic with high personal standards for quality of work.
- Organized, team player who is considerate and able to work well with others.
- Strong time management abilities.
- A valid Florida Driver's License is required.

BENEFITS WITH HNWS

- HNWS provides Healthcare insurance options with employer contributions.
- Short and Long-term Disability Benefit options and Life Insurance.
- Paid Time Off, based on years of service with the company.
- HNWS promotes financial stability by providing a matching 401k program.