

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 09/25/2023

Response Deadline: 10/04/2023*

*RESUMES ACCEPTED UNTIL THE POSITION IS FILLED

Agency: Water & Sewer	Job Title: Director
Classified: <input type="checkbox"/> Unclassified: <input checked="" type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$96,220.80 - \$142,563.20
Work Location: 130 High St, Hamilton, OH 45011	Hours of Work: M-F, 8:00 a.m. – 5:00 p.m.

ESSENTIAL FUNCTIONS:

1. Under supervision of the County Administrator with core responsibilities to develop, promote, evaluate, measure and monitor all Departmental goals and objectives under established policies and plans and permissible under Ohio law; research, survey, analyze information, materials and programs to provide technical information, counsel, and recommendations in Department project and funding of all capital improvements; plan for system growth by anticipating demand on Department facilities and services; develop new policies and programs; review project progress and interpret policies and regulations; negotiate, prepare, review and recommend contracts.
2. Interact with all stakeholders and customers/rate payers to deliver exceptional water and sewer service, operations, and quality processes; receive and answer inquiries, resolve complaints, offer explanation for Department activity.
3. Represent the Department and County with Ohio EPA, environmental and governmental entities with and without regulatory compliance authority, and all stakeholders in the County water and sewer operations, service, and infrastructure.
4. Direct preparation of records, reports and other related documentation of Department activities.
5. Oversee preparation of annual budget, monitoring of expenditures, review of accounts receivable and accounts payable, capital improvement expenditures and grant funding development and application.
6. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Civil Engineering, business or public administration, or related field (Master's degree preferred); and
- Significant work experience which evidences a comprehensive knowledge of and ability to effectively manage a public water, wastewater and solid waste utility operation; or

- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to: resumes@bcoho.us (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER