

DESCRIPTION: Executive Director, East Richland County Public Service District

The East Richland County Public Service District (“District”) is a special purpose district located in the northeast portion of Richland County. The District is governed by a five (5) member Commission appointed by the Governor of SC upon recommendation of the Richland County Council. The Executive Director reports to the District’s Commission.

The District provides wastewater utility services to approximately 17,913 residential accounts and 1,587 commercial accounts. The District’s service territory in northeast Richland County covers approximately 30 square miles. The District owns and operates approximately 350 miles of sewer lines, and the District’s wastewater treatment plant has a rated capacity of 16 MGD. The Executive Director has the responsibility for the management of the District including the administrative, maintenance and treatment departments.

RESPONSIBILITIES:

- Directs the management and operation of all departments; develops standards, policies, and procedures within guidelines established by the District’s Commission.
- Oversees key District positions and personnel management; provides general supervision of District employees.
- Directs the preparation of the annual budget; prepares a recommended annual budget for the District’s Commission; manages the approved annual budget performance.
- Oversees the investment and management of District funds.
- Provides recommendations to the District’s Commission for the planning, development and implementation of sustainable wastewater utility strategies and programs; directs approved strategies and programs.
- Ensures compliance with all Federal, State and Local standards, rules and regulations for wastewater utilities.
- Prepares for monthly District Commission meetings.

REQUIREMENTS:

- Bachelor's Degree (or equivalent education or experience) in public administration, public finance, business administration, engineering or related fields.
- Minimum of 10 years administrative experience, 5 years of which should be in a water or wastewater utility, public works department or a related industry.
- Must possess a valid driver's license, with a good driving record.

SALARY RANGE:

- \$160,000 - \$175,000

Send resumes by November 11, 2021 to:

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