

# FOX RIVER WATER RECLAMATION DISTRICT

## Executive Director

The Fox River Water Reclamation District (FRWRD) is seeking qualified applicants for the full-time, exempt position as Executive Director. FRWRD owns and operates three Wastewater Treatment Facilities in the City of Elgin, IL.

The Executive Director reports to the Board of Trustees of Fox River Water Reclamation District. The Executive Director serves as the Chief Administrative Officer and the Illinois Environmental Protection Agency Lead Certified Wastewater Operator. This position is responsible for the overall administration and operations of Fox River Water Reclamation District. As such, the Executive Director is responsible for the overall management of the utility, which includes technical leadership, analysis of system capacity within established guidelines, compliance with federal and state regulations, standards, and requirements; development of both short and long-term strategic plans and capital improvements plans; the direction and supervision of the Senior Management Team. Receives input from the Senior Management team, develops District strategies, implements policy and procedures and operating plans, follows the District's Personnel Policy and all applicable rules of the District, and takes a leadership role within the community. Maintains relations with governments, cities, agencies and public bodies to negotiate intergovernmental agreements and to maintain business objectives. Oversees interviewing, hiring, safety, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### Position Requirements:

- Certified Wastewater Operator as defined by the Illinois Environment Protection Agency (IEPA) is required. Eight to ten years of progressively responsible managerial and/or administrative experience preferably in the water & wastewater industry
- Extensive knowledge of best management practices and methods, business and public administration, and finance processes required
- Must possess a valid Illinois Driver's license in accordance with Illinois state law and be insurable under District's standard insurance policy.
- Bachelor's degree required, MBA/MPA is preferred

Salary will be based on qualifications and experience. FRWRD offers a competitive benefits package & IMRF retirement plan. Employment offers are conditional pending physical exam, drug screen, criminal background, driver's license, & other pre-employment activities.

For Consideration: Applicants should send a resume to:

Human Resources Manager

[dbutts@frwr.com](mailto:dbutts@frwr.com)

Website: <http://www.frwr.com/community-resources-career-opportunities/>

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