

State of Ohio
OHIO WATER DEVELOPMENT AUTHORITY
JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR

REPORTS TO: Board of Directors

FLSA STATUS: Exempt

SALARY RANGE: \$180,000.00 - \$200,000.00 annually

JOB SUMMARY:

Directs, manages, and administers the affairs of the OWDA in accordance with policies established by the Board of Directors, subject to the Ohio Revised Code.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the programs of the Authority to assure that they are administered objectively, consistently, and with the highest levels of integrity.
2. Develops long-term business direction and strategies of the OWDA for Board approval, and assures implementation of those strategies as approved.
3. Oversees the structuring of all Authority financial transactions, including bond and note issuances.
4. Guides the development of new programs to ensure that the environmental infrastructure financing needs of the State of Ohio are met and that the use of the Authority's funds is optimized.
5. Advises the OWDA Board on all matters related to the work of the Authority to obtain their direction and approval.
6. Plans, directs, and administers the activities of the staff to ensure that the work of the Authority is successfully completed.
7. Represents the Authority at external meetings to ensure that OWDA's programs and resources are used to benefit the citizens of the State of Ohio.
8. Develops and maintains relationships with major customers, key individuals, governmental agencies (including the Ohio EPA, DSA, and DNR), and state and local governmental agencies and officials.
9. Directs the public relations activities of the Authority to inform customers and potential customers of the Authority's programs and activities.
10. Provides prompt customer service in a courteous and helpful manner.

SUPERVISORY RESPONSIBILITIES:

This position has overall responsibility for directing the work of all OWDA staff, including ultimate responsibility for all personnel decisions, including selection, evaluation, coaching, discipline, and termination of all OWDA employees. Directly supervises the Chief Financial Officer/Assistant Executive Director, Chief Information Officer, Chief Engineer, and Human Resources/Administrative Manager.

WORK ENVIRONMENT

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a Bachelor's Degree from an accredited institution, with course work in Government, Political Science, Economics, Finance, Accounting, Environmental Science and/or Engineering. Graduate or professional degree preferred.
2. A minimum of 10 years' experience in public administration, public finance, and environmental programs or related experience
3. Possess knowledge and experience related to the OWDA mission, public sector finance, and public sector infrastructure.
4. Possess public policy knowledge.
5. Be able to communicate complex matters clearly and precisely, both orally and in writing.
6. Be able to successfully manage multiple priorities and tasks.
7. Have a working knowledge of Microsoft Office and financial software applications.
8. Have strong organizational and planning skills.
9. Have the ability to be flexible to the work environment.
10. Have the ability to work independently and as a team in a remote work environment.
11. Have the ability to manage time, expectations, and priorities to build a work schedule and utilize self-motivation that maintains momentum and progress.
12. Have the ability to identify, evaluate, and generate information in a digital format.
13. Possess emotional intelligence to be self-aware, empathetic, resilient, and adaptable.
14. Possess digital literacy skills to stay current with digital tools and techniques.
15. Have the ability to multi-task.
16. Be able to meet the following physical requirements with or without reasonable accommodation:
 - a. Remain stationary, move about, transfer and control items or equipment
 - b. Reach
 - c. Communicate and exchange information
 - d. Comprehend and interpret text, spreadsheet, and graphical documents
 - e. Transport and manage objects weighing up to 25 pounds

The Functions, Qualifications, Responsibilities, and Requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.