

**Washington Public Utility Districts Association
Job Description**

Executive Director

I. POSITION DESCRIPTION

The Executive Director is the chief administrator and visionary leader of the Association. S/He is responsible to the Executive Committee and reports to the Board of Directors. The Executive Director is responsible for the implementation of board policy and the effective management of association activities. These activities include, but are not limited to: lobbying, public education, service to member utilities, achieving consensus among members, formulating and coordinating association positions on state, regional and national issues of interest to the Association, and establishing and maintaining working relationships with other groups.

II. ROLES AND RESPONSIBILITIES

This position will provide visionary leadership to and for the Association, encouraging long-term thinking that promotes public utility district services. It is recognized that in this arena, leadership is a shared function with the members and effective facilitation is required. Further, it is required that the Executive Director be able to build coalitions, both within the membership and with external stakeholders. The Executive Director will serve as, and be the “face” of the Association providing vision, support and management of the WPUA.

Given the nature of the Association as a professional organization, necessarily staffed with productive professionals, the Executive Director must be first and foremost an effective steward of the Association’s resources – personnel, financial and political capital. S/He must be a strong manager and team leader who equips and empowers her/his staff to effectively accomplish their objectives and fulfill their professional responsibilities – individually and collectively. It is also expected that the Executive Director will be a strong and active listener as well as a trust-builder, fostering unity within the membership and effective staff utilization and development.

III. DESIRED CHARACTERISTICS AND COMPETENCIES

In order to successfully fill the roles required and meet the expected responsibilities, the Executive Director must be a skilled communicator – through spoken and written work as well as an active listener. S/He must be trustworthy, forthright and possess the ability to “tell it like it is” both within the Association and externally. S/He must be simultaneously self-confident and humble, having a passion and persistence for her/his team, the Association and the public utility sector. It is imperative that the Executive Director be a creative and strategic thinker.

IV. EDUCATION AND EXPERIENCE

- At minimum, a bachelor's degree in public administration, business administration, or related field, or the equivalent combination of education and experience that demonstrates the characteristics, qualifications and knowledge required to meet the desired roles and responsibilities. Relevant experience of 5-10 years and increasing responsibility is required. Prior association experience is desirable.
- Previous experience or knowledge of publicly owned utilities and/or working with elected officials is desirable.
- Ability to communicate technical and complex subjects (i.e. energy, water and wastewater, and telecommunications) to varying audiences.
- Strong written, oral and interpersonal communication skills are required.
- Key strengths include ethics, integrity, and proven leadership.
- Ability to formulate and coordinate association positions on state, regional and national issues of interest to the Association, and to lobby those positions.
- Ability to establish and maintain working relationships with other groups.
- Knowledge of the Northwest political landscape, its people, its issues, and its manner of solving problems.

Work Status: Exempt
Reports to: Board of Directors; Oversight by the Executive Committee
Staff Supervision: WPUDA Staff
Travel: Frequent travel is required