



**WITHLACOOCHEE
REGIONAL
WATER
SUPPLY
AUTHORITY**

Selection Process for Executive Director Withlacoochee Regional Water Supply Authority

1. An advertisement for the contracted position of Executive Director of the Authority shall run in the Florida Administrative Weekly (FAW) and in local newspapers within the region as soon after the February 15 Board meeting as is possible to enter the advertisements. The application advertisement shall also be posted on the Authority's web page.
2. The application process shall remain open until March 30, 2012. Applications will be received up until that date at 5:00 p.m. Eastern Standard Time (EST).
3. After the application period has closed, the Authority staff consisting of the Executive Director, the Attorney and the Legislative Consultant shall review all applications.
4. All applications shall be scanned and sent to all Board members for their review and comment to the staff reviewers. Board members shall have two weeks to review and send written comments to Nancy Smith, the Authority's Administrative Assistant, for distribution to the staff.
5. The staff shall review and select five applicants to interview and ultimately recommend 2-3 applicants to interview with the full Board at the May 16, 2012 Board meeting in Lecanto.
6. Prior to notifying the five short-listed applicants to interview, the Administrative Assistant will solicit information on all of the references plus confirm qualifications of the five applicants.
7. At the May 16 Board meeting, Board members shall rank the applicants with the highest ranked applicant being #1 and the second highest ranked applicant #2 and so on.
8. Using the Executive Director's current contract as a guide, the staff plus one officer of the Board will negotiate the selected Executive Director's terms of engagement. The contract will be presented at the next Board meeting for review and approval by the full Board.
9. If a contract cannot be negotiated with the #1 applicant, then the #2 applicant will enter negotiations and so on. If a contract cannot be negotiated with the ranked applicants, then the entire selection process will be repeated.
10. All applications may be mailed, emailed, or faxed to:

**WRWSA
3600 W. Sovereign Path, Suite 228
Lecanto, FL 34461**

Email: nsmithnhs@aol.com

Fax: 352-527-5797



WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY

Consulting Executive Director

Closing Date/Time:

March 30, 2012, 5:00 p.m. EST

Summary of Duties: This is an annual contractual position; however, the appointment is as the Chief Executive Officer of the Withlacoochee Regional Water Supply Authority. The position is referred to as the Executive Director and reports directly to the Board of Directors of the Authority. The position includes daily direction and operating responsibility, including managing all of the Authority's consulting contracts and project contracts as well as budgeting and financial responsibility. The Executive Director is responsible for organizing and preparing the monthly Board meeting agenda and ensuring minutes of the meeting are prepared. The Executive Director functions as the principal agent of the 18-member Board of Directors in recommending and implementing policies the Board adopts and also participates in Authority activities and performs other duties as needed.

Position Qualifications and Requirements:

- Bachelor's degree from an accredited college or university in political science, business administration, public administration or management, or in a technical field related to water resources/water supply **AND** ten year's progressively responsible, related experience, **INCLUDING** at least five years' experience in a senior-level management capacity **OR** an equivalent combination of education and experience is required.
- Demonstrated strong leadership, management, communication and diplomacy skills are required.
- Possession of a valid Florida Driver License upon signing of contract is required.
- Demonstrated knowledge of water resource-related issues, resource management, regulation and conservation theory and practice or education or experience in engineering, science or water-resource related field is required.
- Masters or higher-level education or professional accreditation in business, management, public administration or other applicable degree field is preferred.
- Applicants are subject to a background check.

Appointment Conditions: The Executive Director is appointed by and serves at the pleasure of the Authority Board of Directors. The position is an annual contractual arrangement in which the consulting Executive Director is **NOT** an employee of the Board, but a consultant. Conditions of employment and remuneration are subject to contract negotiations. Applicants must live either in the four-county regional area or within short commuting distance outside the region such that daily access to the office in Lecanto and/or to events within the region are possible.

To Apply for this Position: To receive consideration as an applicant, interested candidates must submit the following:

1. A cover letter summarizing interest in the position and relevant qualifications;
2. A current resume;
3. The names, addresses and telephone numbers of five references at least three of which must be work-related.

If you have any questions, call 352-527-5795.

Submittals may be sent by mail, email, or fax to:

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Email: nsmithnhs@aol.com
Fax: 352-527-5797