



EXECUTIVE DIRECTOR

\$130,000 - \$160,000

Plus Excellent Benefits

Apply by
July 8, 2018
(open until filled)

PROTHMAN



WHY APPLY?



Water and sewer services are vital utilities for the public health of our communities. In Washington State, many areas are served by water and sewer districts whose focus is directed by locally elected commissioners, making each district highly responsive to public needs and resources.

Headquartered in Tukwila, Washington on the shore of the Duwamish/Green River, the Washington Association of Sewer & Water Districts (WASWD) is a statewide organization composed of general and associate members who strive to advance the work of water and sewer districts through education, advocacy, and collaboration.

The Puget Sound area offers spectacular views of the Olympics, the Cascades, and Mount Rainier, and offers an abundance of natural beauty, a unique quality of life and a strong sense of community.

If you are a hands-on, self-driven executive professional who wishes to work with the Washington Association of Sewer & Water Districts and its cohesive board to take a well-funded, well-managed organization to the next level, this is an ideal opportunity to work and make a difference in one of the most beautiful regions in the Pacific Northwest.

THE REGION

The City of Tukwila, which lies in the heart of the Puget Sound region sitting 12 miles south of downtown Seattle, 26 miles north of downtown Tacoma, just east of Seattle-Tacoma International Airport, and at the crossroads of two major interstate highways, I-5 and I-405. Tukwila offers residents and visitors the opportunity to shop at hundreds of stores, watch and play soccer at the Starfire Sports Complex, golf at Foster Golf Links, walk or bike the miles of trails along the scenic Duwamish/Green River, play at ACME Bowling Billiards & Events, explore Air Force One at the world-class Museum of Flight, and skydive at I-Fly. Tukwila is bordered by the City of Seattle to the north, Renton to the east, and Kent to the south.



To the north, the City of Seattle serves as a vibrant metropolitan hub, offering a wide range of housing options, higher education opportunities, professional and collegiate sporting events, a nationally recognized health care network, a lively cultural arts scene, and endless outdoor recreation opportunities including golfing, sailing, skiing, kayaking, camping, hiking, and whale watching.

To the east, the City of Renton is home to The Boeing Company and PACCAR, both known and recognized worldwide as manufacturers of the finest products in their fields. In addition, Renton's friendly, pro-business climate has provided room for a multitude of new businesses, including the first IKEA store in the Pacific Northwest, Providence Health Systems Northwest Regional Headquarters, Kaiser Permanente Washington Headquarters, and The Landing retail development. Another main attraction in Renton is the Virginia Mason Athletic Center, a 200,000-square foot waterfront facility that is home base for the Seattle Seahawks training camp.



To the south, the City of Kent boasts a wide range of retail stores including antiques, gifts, clothes, books, furniture, crafts and floral. Kent offers a historic small-town atmosphere, 68 parks and open spaces spread over 1,400 acres, and Kent Station: a 470,000-square-foot “mixed-use urban village” that includes retail, entertainment, education and office space all in one.



THE ORGANIZATION

The Washington Association of Sewer & Water Districts is a nonprofit trade association whose members include approximately 100 water and sewer districts operating under Title 57 RCW, and 120 other professional entities involved in the industry. Water and sewer services are critical parts of most communities, and WASWD is dedicated to helping districts meet their responsibilities in a reliable and cost-effective manner. General members include Washington State “Special Purpose” sewer, water, or combined sewer/water districts that have been accepted by the Board of Directors and are in good standing. Associate members include individuals, companies, state or local agencies, non-district local governments, consultants or associations that are in some way connected to the utility industry.



WASWD has three regular employees including the Executive Director, an Office Manager, and an Administrative Specialist, operating on a 2018 budget of \$852,000. The Association also employs two contract lobbyists, a contract regulatory specialist, and a contracted attorney.

A key aspect of the Association is its committees, which take considerable responsibility for various activities. WASWD’s Board meets monthly to set policy direction, and consists of 15 members, most of whom are elected Commissioners. The Government Relations Committee monitors legislation and works with lobbyists to plan and carry out a legislative strategy. Other committees include a Conference & Training Committee, Finance Committee, Retrospective Rating Committee, and a Scholarship Committee which handles a scholarship program to encourage students who plan to enter the utility field.

THE POSITION

Working under the direction of the Board of Directors, the Executive Director serves as WASWD’s full-time chief administrative employee and oversees daily management and operations of the Association. The Executive Director is responsible for working with the Board to set strategic direction, representing member interests on legislative and regulatory matters, promoting educational opportunities for member commissioners and staff, and performing outreach to present and potential members. The Executive Director also serves as the primary public face of WASWD when testifying on legislation or regulations and working with various state agencies and industry-related organizations. This is an exempt position.

Responsibilities include:

- Create and manage an annual budget in collaboration with the Finance Committee and the Board. Work with a CPA to provide accurate and complete monthly financial and budget reports to the Board, in accordance with Generally Accepted Accounting Principles. Oversee accounting system, ensuring prompt invoicing, collection of payments and dues, payment of bills, and monthly reconciliation of bank statements.
- Work with WASWD’s lobbyists and Government Relations Committee to propose, identify, track, and influence all legislation at the state level that is related to districts.

- Work with legislators and lobbyists to promote positive legislation and defeat bills that would have a negative impact on districts and their ratepayers. Keep the Board and members informed of major legislative issues and developments. Attend meetings of appropriate state agencies.
- Work with Conference & Training Committee to select content for and oversee and facilitate annual conferences and workshops for members and guests. Provide content for, edit, and oversee the publication of quarterly member newsletters. Oversee the development and maintenance of a functional, attractive WASWD website.
- Develop close ties and effective communication with members across the state. Identify issues and challenges facing members and report issues to the Board. Oversee WASWD's Labor & Industries Retrospective Ratings Program. Work to ensure that current members recognize the value of membership and identify districts for potential membership.
- Manage and mentor employees who work effectively in a team-based environment and share WASWD's values. Seek out opportunities for employees to gain new skills and experience. Facilitate cross-training for all employees.
- Attend monthly board meetings to report activities and progress toward Association goals, financial condition, and other relevant issues. Bring strategic and policy issues to the Board for discussion and decision. Attend regional section meetings and listen to the concerns, ideas, and needs of member districts. Facilitate and coordinate committee activities, assign staff support as necessary, and ensure conformity with Board goals.
- Work with the Association's Regulatory Liaison to monitor regulatory efforts, particularly Puget Sound water quality programs to provide input on how they might affect members.

OPPORTUNITIES & CHALLENGES

Monitor & Propose Legislation

Members see representation in Olympia as a key benefit of their dues. The Executive Director works with the Governmental Relations Committee and the two lobbyists to develop a legislative strategy and helps coordinate and provide testimony on bills of interest. The individual will meet with individual legislators and lobbyists to carry forward WASWD's messages.

Legal issues

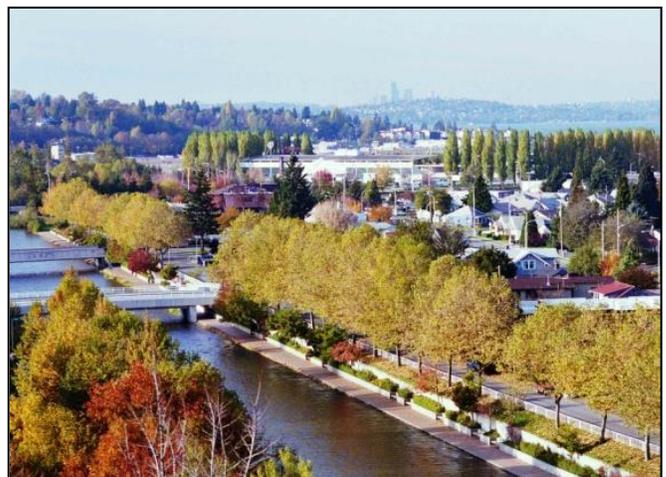
Typically, Association members are facing one or more legal issues related to the industry. Sometimes legal issues target a single district while potentially affecting many others, and other times impact the whole industry. One recent issue is a city-imposed excise tax on the water/sewer district serving citizens within its boundaries, which has resulted in a lawsuit. The Executive Director disseminates information about such cases to other members, works with the Board and the Association attorney to determine whether WASWD should file an amicus brief, and works with other statewide associations and legislators to try to resolve such conflicts outside the courtroom. Issues typically include water rights, taxes, assumption rights, and regulations.

Training

The Executive Director must play an active role together with staff in running conferences and developing seminars that help Commissioners and managers understand their roles, changing laws and regulations, and industry trends. He/she will help districts grapple with succession planning issues by finding ways to encourage young professionals and technicians to enter the field.

Outreach

WASWD's members span the entire state, serving very different communities with varying challenges, and range from very small districts to those with more than 100 employees. It is important for the Executive Director to get out to various districts to understand their circumstances and establish personal relationships with Commissioners and key staff, as well as to meet with districts that are thinking of joining the Association.



Representation

The Executive Director is expected to be active in reaching out to other associations and groups with mutual or competing interests, forming partnerships, and working to resolve issues. This includes associations representing cities, counties, PUD's, Tribes, developers, and others.



IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Business Administration, Public Administration, Nonprofit Leadership or a related field is required. Equivalent experience may be considered in lieu of education. Candidates must have or obtain a Washington State driver license by time of appointment.

Necessary Knowledge, Skills and Abilities:

- Strong customer service ethic and desire to engage with member districts. Working knowledge of the legislative process. Legal or regulatory experience a plus.
- Experience in business management practices, personnel management, and maintenance of financial records and budgeting.
- Ability to communicate in a professional manner with members, legislators, media, and the public using all forms of communications.
- Travel around the State of Washington, overnight for up to a week at a time, in support of association events. Some out of state travel may be required.
- Proven record of working with elected or appointed governing Boards, and the ability to keep the Board focused on governance, while encouraging good discussion and diversity of opinion.
- Ability to work with the Association lobbyists on the legislative agenda, and proven experience in legislative or regulatory matters.

- Ability to represent the Association at the Legislature, with regulatory agencies, in professional groups, and with the member agencies. Outreach to and frequent connection with the association members is an expectation, along with promoting the Association to water and sewer districts across the state to try to recruit new members.
- Experience as an Executive Director or CEO, and experience providing leadership to staff and effective guidance to a governing body.
- Skill in developing an educational strategy with community colleges and trade schools to attract new people to the water and sewer service industry. There is a need for quality certification programs for all levels of operators.
- Ability to work with the membership, community colleges, and universities to provide internship opportunities for students actively engaged in many study fields to gain employment in the industry.
- Ability to work with the Board to semi-annually review and update the Strategic Plan for the Association to ensure that goals and objectives are clear, attainable and being actively pursued.
- Experience in supervising and providing guidance to highly experienced, independent staff.
- The ideal candidate will work closely with the Association's lobbyists, Government Relations Committee, and membership to address legislative priorities.
- The ideal candidate will have experience building constructive and collaborative relationships with the State Department of Health, Department of Ecology, State Auditor's Office, the Department of Commerce through the Public Works Board, and the Department of Labor & Industries.
- Ability to be proactive about communication, engaged with current and potential partners, and sensitive to the image and professionalism of the Association.



Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**Please visit:
www.waswd.org**



COMPENSATION & BENEFITS

- **\$130,000 - \$160,000 DOQ**
- Medical, Dental & Vision Insurance
- Long-term Disability Insurance
- Vacation & Sick Leave
- 11 Paid Holidays
- Longevity Pay
- Continuing Education
- Association Car
- Cell Phone Allowance
- Employees will receive 8.5% of her or his annual earnings deposited each year into a SEP-IRA account on the anniversary date of employment.

The Washington Association of Sewer & Water Districts is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 8, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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