

Hazleton City Authority – Water Department Hazleton Pennsylvania

EXECUTIVE DIRECTOR

The Hazleton City Authority – Water Department is currently seeking to fill the position of Executive Director at its Administration and Water Treatment Facility located at 400 E. Arthur Gardner Parkway, Hazleton Pennsylvania.

Responsibilities include, but are not limited to:

- Plan, organize, direct and control the activities and operations of the Hazleton City Authority consistent with the Authority's mission
- Coordinate activities with Management personnel
- Develop policy recommendations for Board of Directors' action
- Provide highly responsible and complex administrative support to the Board of Directors
- Responsible for the administration of Authority offices, departments and facilities
- Direct, oversee, and participate in the development of the Authority's work plan
- Assign work activities and programs to managers and department heads
- Monitor work flow, develop agendas for Board meetings
- Prepare reports to the Board of Directors
- Maintain frequent communications with Board members
- Provide planning of capital improvements
- Select, train, motivate and evaluate management personnel
- Provide and coordinate management staff development
- Implement discipline and termination procedures

A master's degree in Management or Engineering is preferred and ten years' management experience and water quality and water treatment knowledge preferred.

Please send resume with experience and credentials to Hazleton City Authority – Water Department, 400 East Arthur Gardner Parkway, Hazleton PA 18201 or email to randyc@hcawater.org.