

**New York Section AWWA  
Section Office Job Description**

- Title:** Executive Director
- Description:** The Executive Director is responsible for the overall administration and management of the New York Section AWWA, including service programs, fundraising, and business operations. Areas of responsibility include planning and execution, policy development and administration, personnel and fiscal management, and public relations. This is a full-time position, hired by and directly accountable to the board through its elected board chair.
- Hours:** Full time regular business hours, Monday through Friday
- Pay:** Salaried position
- Benefits:** Includes paid vacation and sick leave; group health insurance, life insurance, flexible spending account, short/long term disability insurance; SIMPLE IRA
- Reporting:** Reports to Board through its elected Chair
- Travel:** Total travel out-of-office time averages 35-45 days per year, including some weekends  
→Up to 10 out-of-town trips per year, 8 of those more than 1 overnight  
→10-15 out-of-town day trips per year

**Responsibilities**

1. Management and Administration
  - a. Oversee all programs, member services, and activities to ensure that program objectives are met.
    - i. Training program administration and coordination consisting of 50+ trainings annually.
    - ii. Annual symposium coordination except for technical program development.
    - iii. Annual conference and exposition coordination except for technical program development.
    - iv. Fundraising for association's charity of choice, Water For People.
    - v. Serve as Editor of bi-annual magazine/newsletter, *Aquarius*.
    - vi. Facilitate maintenance of and content development for website, blog, and social networking sites and manage computer system and server.
  - b. Develop organizational goals and objectives consistent with the mission and vision of the New York Section AWWA, subject to approval by the board.
  - c. Develop and facilitate an active planning process, including annual workshop for all volunteers.
  - d. Develop and administer operational policies, subject to approval by the board.
  - e. Oversee business development.
  - f. Ensure compliance with funding sources and regulatory requirements.
  - g. Liaison to parent organization, including attending out-of-town meetings as requested by the board (Annual Conference and Expo, Summer Workshop, Regional Meeting of Section Officers, Membership Summit).
  - h. Manage maintenance and upgrades for owned office building.

- i. Provide information for evaluation of the organization's activities.

## 2. Fiscal

- a. Serve on finance committee; work with Treasurer and Assistant Treasurer to manage Section's finances.
- b. Develop, recommend, and monitor annual budget as approved by the board.
- c. Approve expenditures.
- d. Provide for proper fiscal record keeping and reporting to ensure effective audit trails.
- e. Submit quarterly financial statements to the board.
- f. Prepare and submit grant applications and funding proposals as appropriate.

## 3. Personnel

- a. Administer board-approved personnel policies.
- b. Ensure proper (legal) hiring and termination procedures.
- c. Oversee any and all disciplinary actions.
- d. Provide for adequate supervision and evaluation of all staff and volunteers.

## 4. Board and Volunteer Relations

- a. Serve as Secretary of the board including minutes during meetings and appropriate follow up.
- b. Support board chair initiatives as directed by board each year.
- c. Plan agenda and materials for board meetings with input from the board chair.
- d. Initiate and assist in developing policy recommendations and in setting priorities.
- e. Facilitate the orientation of new board members and committee chairs.
- f. Work with the board to raise funds, when requested.
- g. Serve on committees as requested, including Executive, Finance, Education, and Program committees.

## 5. Public Relations

- a. Promote the organization to media, at trade shows of similar organizations, and other times as appropriate or requested.
- b. Ensure appropriate representation of New York Section AWWA by staff and volunteers.
- c. Coordinate representation of New York Section AWWA to legislative bodies and other groups as requested.

### **Desirable Skills:**

- Networking for Small Businesses, including general computer troubleshooting
- Microsoft Office 2007, including Word, Excel, PowerPoint, Publisher, Outlook
- Microsoft Access XP (intermediate to advanced knowledge)
- QuickBooks Pro 2009
- Adobe InDesign CS3, including basic knowledge of Photoshop and Illustrator
- Adobe Contribute