

# **DEPARTMENT OF WATER DIRECTOR**

Jefferson Parish (County), Louisiana, which is located in the culturally rich New Orleans Metropolitan area and has a population of approximately 440,000 residents, is seeking a dynamic, highly motivated and visionary leader who can work effectively and collaboratively with the Water Department staff, the Parish Administration, consultants, as well as other governmental agencies and Local, State and Federal public officials. The Water Department is responsible for the operation and maintenance of two (2) water treatment facilities, located on the East and West banks of the Mississippi River, a utility billing division, testing laboratory, a Public Works materials warehouse, several water tanks and approximately 1,750 miles of water distribution pipes with numerous water meters, fire hydrants, valves, house connections, etc. Workforce consists of approximately 290 employees. The Department's FY 2009 Operating and Capital Budgets are \$29,900,000 and \$9,000,000 respectively.

## **PREFERRED REQUIREMENTS**

- Strong strategic planning skills
- Willingness to deliver excellent customer service
- Commitment to excellence in public service
- Proficient verbal/writing communication skills
- Strong background in management/supervision of water supply systems/functions (including service billing)
- Strong background in cost management planning and labor management
- Ability to work within a culturally diverse community
- Skills in labor relations
- Administrative skills
- Provide leadership in developing and implementing policy for the management and utilization of vehicular/equipment fleet
- Ability to negotiate/evaluate consultant/vendor contracts
- Familiarity with State/Federal regulations pertaining to safe/potable water quality requirements and supply
- Ability to prepare and manage Department's Operating/Capital Budgets
- Ability to direct the Department in formulating and evaluating operating policies, programs and procedures
- Working knowledge of Word and Excel computer programs.
- Knowledge of Human Resource practices and policies.

## **MISCELLANEOUS INFORMATION**

- The Director shall be appointed by the Parish President with the approval of the Parish Council.
- Director must report to the Director of Public Works on a regular basis.
- This is an **"Essential Duty"** position. The individual selected for this position will be required to report to duty during emergency situations.

## **SALARY RANGE**

Jefferson Parish offers competitive salaries, excellent fringe benefits and a generous retirement package. Starting salary will be commensurate with education and experience. Please indicate desired salary.

## **QUALIFICATION REQUIREMENTS**

The successful candidate shall possess a Bachelor's degree or higher in Civil, Sanitary or Chemical Engineering; or related acceptable degree from an accredited college or university and must possess five (5) years of progressively responsible and successful management experience in water supply resources; or ten (10) years of significant management experience with a water related public or private utility.

Interested qualified candidates please forward resume and salary expectation to:

**F. Mendoza, Jr., Director**

**Jefferson Parish Department of Human Resource Management**

**1221 Elmwood Park Boulevard, Suite 517**

**Jefferson, LA 70123**

**[FMendoza@jeffparish.net](mailto:FMendoza@jeffparish.net)**

**Fax- (504) 736-6125**

**DEADLINE FOR RECEIPT OF APPLICATIONS TO BE CONSIDERED:**

**NOVEMBER 15, 2009.**

**For additional information about Jefferson Parish and the Water Department, tour the Parish's website at [www.jeffparish.net](http://www.jeffparish.net).**

Jefferson Parish Water Department is an equal opportunity employer.