

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 5/24/18

Response Deadline: 6/24/18

Agency: Water & Sewer	Job Title: Director (05:10000.1)
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$40.49 - \$60.00 per hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: M-F, 8:00a – 5:00p

Essential Functions:

(1) Administration: Plans, organizes, develops, controls, promotes, reviews and evaluates all Departmental goals and objectives under policies established by the Board of County Commissioners and public law; researches, surveys, analyzes information, materials and programs to provide technical information and advice in Department decision making; plans for system growth by anticipating demand on Department facilities and services; develops new policies and programs; reviews project progress and interprets policies and regulations; negotiates, prepares, reviews and recommends contracts to the Board of County Commissioners; and reviews recommendations from subordinate employees and takes appropriate action.

(2) Communication: Interacts with such Department stakeholders as the Board of County Commissioners and other County officials, customers, public, employees, other utilities, media, political subdivisions, environmental groups, Ohio EPA, contractors, and developers by receiving and answering inquiries and resolving complaints, requesting information, explaining Department activity and initiating discussion; and represents the Department at meetings and hearings.

(3) Reporting: Directs preparation of records, reports and other related documentation of Department activities.

(4) Oversees preparation of annual budget, monitoring of expenditures, and review of accounts receivable and accounts payable, capital improvement expenditures and grant funding development and application.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Required Qualifications:

Bachelor's degree in Civil Engineering, business or public administration, or related field (Master's degree preferred); and significant work experience which evidences a comprehensive knowledge of and ability to effectively manage a public water, wastewater and solid waste utility operation; or any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

**Submit Cover Letter
and Resume To:**

(please indicate Job
Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Or by email to: resumes@butlercountyohio.org

(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER