

Executive Director Position

The Toms River Municipal Utilities Authority, a progressive and large Public Utility Authority has an immediate opening for the position of Executive Director. The Director will possess sound leadership and communication skills, in depth understanding of the aspects of wastewater utility management, provide administration and direction for the day to day operation of the Authority and its employees. The candidate shall be knowledgeable of all applicable laws and regulations.

The Director is responsible for:

1. Maintenance and operation of the Authority that provides service to approximately 43,000 customers.
2. Prepare Authority meeting agendas with input from the Chairman/Vice Chairman of the Board and distribute reports, correspondence, and recommendations for action by Commissioners.
3. Prepares resolutions for adoption by Commissioners with General Counsel's review.
4. Broad knowledge of the principles and practices of supervision, organization, public administration with strong leadership and interpersonal skill to oversee approximately 47 employees and service over 43,000 customers.
5. Receives general guidance and policy direction from the Commissioners of the Authority.
6. Periodically review the organizational structure of the Authority's staff and personnel policies and recommend any necessary revisions to the Board of Commissioners for approval.
7. Maintain effective relations with the NJ Department of Environmental Protection, Ocean County Utilities Authority, Township of Toms River and other regulatory agencies.
8. Coordination and management of Authority contracts with various appointed professionals.
9. Long term and short-term fiscal and capital improvement planning.
10. Excellent English written and verbal communication skills with the ability to speak English before large groups of people and establish and maintain effective working relationships with municipal and state officials, developers, and contractors, and as otherwise necessitated by work assignments.

The successful candidate should have a minimum of a bachelor's degree in Engineering, environmental Sciences or business administration, or a minimum of five years of progressively responsible experience in the supervision and administration of a wastewater utility or have rehab construction experience. He/she should have a valid New Jersey driver's license. The Authority offers a strong benefit package with PERS, health insurance and generous paid time off and holidays.

Please mail cover letter and resume to Mr. Carmen J. Memoli, Chairman, c/o Toms River Municipal Utilities Authority, 222 Oak Avenue, Suite 5, Toms River, NJ 08753 or E-mail same to: cjm@memolicpa.com by Friday, December 4, 2020.

Toms River Municipal Utilities Authority is an equal opportunity employee.