



APPLICATION FOR EMPLOYMENT

POSITION: Executive Director

Halifax County Service Authority (HCSA) is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS:

Salary desired: _____ Date Available: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATION:

Undergraduate College or University

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Postgraduate College or University

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

IF NO ADVANCED DEGREE:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

IF APPLICABLE:

Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE (IF APPLICABLE):

Branch of Service: _____ From: _____ To: _____

Rank/Type of Service: _____

Special Training/Experience: _____

List last three (3) positions starting with most recent:

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____
Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

WORK-RELATED REFERENCES: (Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

RESUME ATTACHED: __ Yes __ No

STATEMENT
(Please read this statement carefully before signing this application):

I authorize HCSA to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release HCSA, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that HCSA will require the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ **Date Signed:** _____



Executive Director

FLSA: Non- Exempt

Salary Range - Based upon Qualifications

General Description of Work:

Oversees, directs, and performs advanced technical and administrative work to support the operation, maintenance, and administration departments of the Authority as its chief executive officer. Reporting directly to the Authority Board of Directors, the Executive Director is responsible for executing the policies and directives of the Board in the daily operation of the Authority.

Essential Functions: *The following tasks are intended only as illustrations of the work performed. Other related tasks not described may be assigned.*

- Assists the Board in the development of policies, goals, and directives for the Authority and oversees their implementation in the Authority's programs and operations.
- Directs and supervises staff to insure the operation and activities of the Authority conform to the directives and strategic plan of the Board, comply with applicable local, state, and federal regulations, and provide appropriate cost effective levels of service to Authority customers.
- Prepares annual operating budgets and capital improvement budgets.
- Directs long term facility planning to identify priority capital improvement expenditures.
- Identifies the user rates and charges that will be sufficient to meet established rate policies, comply with loan and bond covenants, and provide for the needs of capital improvement programs.
- Seeks additional funding for major capital improvements through loans and grants from outside sources and programs.
- Develops and implements personnel policies and pay plans, oversees the hiring and firing of employees, prepares annual performance evaluations of immediate subordinates, reviews the evaluations of all employees, and provides for the training of employees in best job practices, management techniques, and safety procedures.
- Oversees customer service activities of the Authority, including billing and collections, customer complaints, public outreach and communication (including the Authority website and newsletters).
- Coordinates the Authority activities with the local governmental entities and staff.
- Oversees the preparation of the agenda and necessary information provided to the Board and committees for regularly scheduled and special meetings.
- Acts to insure all records and files pertaining to the operation of the Authority are appropriately documented, recorded and maintained. This includes both paper and electronic documents.
- Performs other duties as assigned or deemed necessary to accomplish the aims of the Authority.

Knowledge, Skills, & Abilities:

- Extensive knowledge of the principles and practices of management, supervision, and administration.



- Knowledge of governmental accounting standards and their application.
- Knowledge of water and sewer systems engineering design, construction, maintenance, and operation.
- Knowledge of legal and environmental laws, rules, and regulations that apply to water and sewer authorities and their operations.
- Knowledge of and the ability to research the Virginia Code and the Virginia Administrative Code and particularly the Chapters on water and wastewater authorities, freedom of information, conflicts of interest, and public procurement.”
- Experience and ability to perform strategic and long-term planning.
- Experience and ability to administer an organization operating 24 hours a day 7 days a week.
- Must be able to work with an active Board to establish the policies, goals, and objectives for the Authority.
- Must be able to plan, supervise, motivate, monitor, and evaluate the work of a varied staff.
- Must be able to establish and maintain working relationships with staff, governmental officials, contractors, suppliers, consultants, media, and the general public.
- Requires the ability to communicate effectively both orally and in writing.

Education and Experience:

- At least 6 -8 years progressively responsible experience in municipal utility administration with commensurate supervisory experience.
- Graduation from an accredited university or college with a Bachelor’s degree. (BS in science or engineering preferred)
- MBA or MPA is a plus.
- Desire registration as a Professional Engineer in the Commonwealth of Virginia or be able to obtain registration within 6 months.
- Must possess skills and experience that demonstrate ability to perform the work described.

Physical Requirements: This is an administrative position that requires frequent interactions with local government agencies, officials, and the public on a routine basis. The ability to perform heavy physical work is not required for the position.

EXECUTIVE DIRECTOR-HALIFAX COUNTY SERVICE AUTHORITY

The Halifax County Service Authority is seeking a qualified individual to fill the position of Executive Director upon the retirement of its current Executive Director in January 2023. The Authority was created in June 2007 under the Virginia Water and Waste Authorities Act to provide water and sewer services to sections of Halifax County, the Town of South Boston, and the Town of Halifax.

The current detailed position description and a copy of the HCSA job application can be found on the Authority's website at www.hcsa.us. Interested applicants should submit a current resume with desired salary and a completed HCSA job application including references by email or U.S. Mail to: mestes@hcsa.us or Halifax County Service Authority, 2529 Houghton Avenue, South Boston, Virginia 24592; Attn: Executive Director.

The deadline for submission of applications is 4:00 pm October 31, 2022. The Halifax County Service Authority (HCSA) is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.