

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Human Resources
Policy Title : Executive Director and Employee Job Descriptions
Policy Number : 400.3
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I. Executive Director

In accordance with Article 19 of the Regional Water Authority's ("Authority") Joint Exercise of Powers Agreement ("JPA"), the Board appoints the Executive Director to serve as the chief administrative officer of the Authority. To assist the Board in supervising the Executive Director and to assist the Executive Director in performing his or her duties, a job description has been developed to describe the essential functions and required knowledge, experience and qualifications necessary for the job of the Authority's Executive Director.

The Executive Committee and Executive Director shall review and consider changes to the Executive Director's job description when deemed appropriate or necessary. If any amendments are proposed to the Executive Director's job description after consultation between the Executive Committee and the Executive Director, any such amendments will become effective upon presentation to and approval by the Board of Directors.

II. Employee Job Descriptions

Consistent with his or her powers to appoint, supervise and remove all employees of the Authority provided in Section 19.b of the JPA and Policy 300.1, the Executive Director will prepare and maintain job descriptions for all staff positions within the Authority, including a description of the essential functions of each job, the level of knowledge, abilities, and experience typically required to perform the position, the physical requirements and working conditions typically expected, and the licenses and certifications required. Unless otherwise directed by the Board, it will be the Executive Director's sole responsibility to prepare, maintain and update employee job descriptions.