

COASTAL WATER AUTHORITY – EXECUTIVE DIRECTOR

ABOUT COASTAL WATER AUTHORITY

The Coastal Water Authority (CWA) is a conservation and reclamation district created by a Special Act of the 60th Legislature of the State of Texas in 1967. CWA provides untreated surface water to the cities of Houston, Baytown, and Deer Park, all for municipal purposes. CWA also provides untreated surface water to approximately 100 industries and a few agricultural customers. CWA is governed by a seven-member Board of Directors, four of whom are appointed by the Mayor of the City of Houston and three of whom are appointed by the Governor of Texas.

ABOUT THE POSITION

The Executive Director is the General Manager of CWA and provides the organizational direction for CWA under policies established by the Board of Directors. The Executive Director is responsible for managing CWA's daily operations and providing leadership and support to CWA staff.

Duties and responsibilities of the Executive Director include but are not limited to the following:

- Enacting and administering policies based on direction from the Board of Directors.
- Developing plans and programs for approval by the Board of Directors.
- Directing the preparation of budget estimates and contracts.
- Hiring, managing, and training CWA staff.
- Coordinating activities with the City of Houston and other local, state and federal governmental entities and agencies.
- Establishing and maintaining strong working relationships with CWA's customers.
- Serving as essential personnel and primary point of contact for CWA in emergency and/or special situations.
- Determining the future direction of CWA and executing plans approved by the Board of Directors.

CANDIDATE QUALIFICATIONS

The candidate should be a collaborative leader with a strong sense of ethics and accountability who can successfully guide CWA toward achievement of its short and long time goals and objectives. The candidate should be a skilled and effective communicator and relationship builder who works with the Board of Directors and the staff to build consensus and align daily activities with CWA's mission, goals and objectives.

The candidate should have a comprehensive knowledge of municipal water systems, river authorities, or other organizations similar in size and scope to CWA. The candidate should have established experience in leadership and management and should be familiar with the various legal, budgetary, real estate, financial and employment-related considerations associated with organizations similar to CWA.

The candidate should understand how to build trust with elected officials, CWA customers, members of the public and local, state and federal governmental entities and agencies, with a focus on providing excellent customer service and fostering a positive work environment.

EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor's degree from an accredited college or university, preferably in civil engineering. A degree in either mechanical, electrical, or environmental engineering will also be considered. The selected candidate must have ten or more years of executive-level experience in managing an agency or organization similar in size and scope to CWA.

A Texas-licensed Professional Engineer with prior experience working in the public sector is preferred, but not required.

COMPENSATION AND BENEFITS

The salary for this position is expected to be commensurate with the qualifications and experience of the candidate. CWA's comprehensive benefits package includes vacation and sick leave policies, health, dental, vision and life insurance, and a pension plan featuring an employee contribution rate of 4% with an 11.8% employer contribution.

APPLICATION PROCESS

Please apply online by submitting a resume and letter of interest to John Baldwin, Chief Financial Officer of CWA; jbaldwin@coastalwaterauthority.org.

Applications must be submitted as described above no later than 5:00 p.m. (CST), February 16, 2024.

CWA is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.