

Raritan Township Municipal Utilities Authority (RTMUA)

EXECUTIVE DIRECTOR:

The Raritan Township Municipal Utilities Authority is seeking a part-time Executive Director to lead our agency (approx. 20 hours per week). The Executive Director reports directly to the RTMUA Board of Commissioners and is responsible for the efficient running of the business operations for the plant. The Executive Director will manage the administrative staff and work closely with the Chief Operator and Maintenance Supervisor. Detailed job responsibilities are outlined below. Salary commensurate with experience.

Job Responsibilities:

1. Management of RTMUA Office Staff including Manager for Accounting Operations/Human Resources Administrator, Billing Clerk, Executive Secretary, and general office staff.
2. Work closely with Chief Operator and Maintenance Supervisor to efficiently run the RTMUA operations.
3. Work with RTMUA Finance Staff and Auditors to prepare annual budget including long term Capital budget forecast.
4. Implement Policy Decisions made by RTMUA Board of Commissioners
5. Enforce Sewer Use Rules and Regulations.
6. Coordinate projects for the plant.
7. Will Represent RTMUA in working with customers, contractors, builders, township representatives, consulting engineer, legal counsel, auditor, and DEP.
8. Sign TWA's, financial documents, applications, vouchers, checks, FEMA documents, etc.
9. Point contact for grievances, and disciplinary actions, etc.
10. Track Employee time and scheduling for office staff only.
11. Attend monthly RTMUA Board of Commissioner meetings reporting on status of RTMUA projects, staff updates, and important updates.
12. Will assist in posting job roles, interviewing and hiring working with the RTMUA Commissioners.
13. Supervise payroll, finance and insurance.

Please submit your resume in an envelope marked "Personal and Confidential" to Human Resources, RTMUA, 365 Old York Road, Flemington, NJ 08822 or email kgano@rtmua.com.