



Thomas Groundwater
Treatment Facility

Water Resources Executive Director

CITY OF SCOTTSDALE, ARIZONA

INTRODUCTION

The City of Scottsdale is conducting a search for a new Water Resources Executive Director. This opportunity requires a visionary leader with a solid understanding of water, wastewater and recycled water operations, finance and management.

Located in the beautiful Sonoran Desert, the City of Scottsdale is one of Arizona's 10 largest cities, with a population of more than 240,000. Scottsdale is internationally recognized as a visitor destination, and nationally recognized as one of the top markets for business performance, job growth, livability, and high quality of life.

With a rich history in tourism, Scottsdale is visited by more than 10 million people annually -- who come to experience Arizona's finest award-winning resorts, shopping and dining, along with the best in arts and culture, sports, special events and the natural beauty of the Sonoran Desert -- generating an economic impact of \$3.2 billion.



In 2021, Scottsdale Water celebrated 50 years of providing quality drinking water and advanced reclamation services to Scottsdale businesses and residents. Through innovative technology, advanced planning, and commitment from local officials, residents and businesses, Scottsdale Water will continue to lead the industry into the future.

THE DEPARTMENT

Scottsdale Water is one of the top-rated water utilities in Arizona – leading the industry through innovation with cutting-edge technology. We revolutionize what clean, safe, reliable water means for the community through projects like Direct Potable Reuse and create career opportunities for those who want to be part of water's future!

We value our employees and challenge them to constantly improve how we do business. Our team is made up of professionals from all disciplines – engineering, finance, operations, laboratory science, chemistry, public relations, hydrology, customer service, electrical, maintenance and so much more.

Scottsdale Water's commitment to excellence has earned numerous awards for our customer/citizens engagement, innovation and technological advancements, including being the first facility in Arizona to be permitted for Direct Potable Reuse. Our citizens Water Academy, established in 2016 is a nationally recognized program that continues to be extremely popular with our residents.

We strive to innovate with technology to provide a better customer experience. Our advanced infrastructure allows us to serve our customers better while ensuring reliable supply of clean, safe water.

Learn more about the [Water Department](#).



THE POSITION

The Water Resources Executive Director is responsible for the executive leadership, direction and management for the Water Resources Division. This position supports the various operating departments within Water Resources by assuring that administrative and operational services are responsive to the needs of program management.

ESSENTIAL FUNCTIONS:

- » Strategic Planning: Formulates, interprets and implements City policies, administrative regulations and directives. Supports and represents City Council and management policies and practices to the public and other City employees. Develops support systems that encourage cross-functional cooperation and support initiative taking. Negotiates and advises local groups and individuals related to water resources issues and keeps City officials informed on all water resources-related issues. Plans, organizes and coordinates resource utilization in all departments.
- » Financial Stewardship: Reviews programs, objectives and operating budgets of all areas within Water Resources. Prepares the division operating budget and manages funds received. Reviews and approves capital budgets and five-year plans. Supervises the preparation of financial plans, annual financial reports, cost of service and rate studies. Recommends annual rate and rate plan changes to the Assistant City Manager.
- » Team Leadership: Assists in creation of a learning organization that encourages mentoring and professional development. Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations. Hires, trains and evaluates key personnel. Approves all division personnel actions. Effectively develops, evaluates and directs managerial and supervisory personnel.
- » Asset Management Oversight: Manages the work of administrative, professional, technical and skilled labor staff involved in the design, construction, operation and maintenance of the City's water and wastewater operations.
- » Stakeholder Engagement: Works closely with the Assistant City Manager and the executive team to define and accomplish established strategic goals and objectives and then to execute successful business strategies. Confers with engineers, developers, architects and a variety of agency representatives regarding Water Resources matters. Acts as a sounding board for the Assistant City Manager and key directors on critical proposals. Interacts with City Officials to keep them informed of matters relating to Water Resources and their possible impact on citywide issues. Prepares and presents information to a variety of commissions, committees, executive team and City Council. Represents the City and speaks at public meetings and conferences. Makes recommendations to the Assistant City Manager.



THE IDEAL CANDIDATE

The ideal candidate will have multiple years of progressively responsible experience in the management of a medium or large public or private-sector public water or wastewater utility; and experience in issues affecting government is required. The selected individual will need to successfully perform the essential functions for this position.

While technical skills are important, it will be necessary for this individual to have excellent interpersonal skills, political acumen, and awareness; ability to encourage and listen to feedback; and work closely with elected officials, executive leadership, and staff from various departments, while adapting quickly to changing priorities in a fast-paced organization.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- » Bachelor's Degree from an accredited educational institution in Water Resources, Business Administration, Civil Engineering, or in a related field.



- » Ten years' progressively responsible experience in the management of a medium or large public or private-sector public water or wastewater utility; and experience in issues affecting government is required.
- » Any equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.

LICENSING, CERTIFICATIONS AND OTHER REQUIREMENTS

- » Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Salary Range: \$163,800.00 - \$221,270.40 Annually

Anticipated starting salary may be up to mid-point (\$163,800.00 - \$196,643.20) depending on candidate's experience and internal equity.

BENEFITS HIGHLIGHTS:

The City of Scottsdale offers a comprehensive benefits package including:

- » 12 Paid Holidays, which includes 1 Floating Holiday
- » Vacation Accrual; starts at 10.3 hours/month
- » Sick Leave Accrual; 8 hours/month
- » Medical (which includes behavioral health coverage), Dental and Vision Benefits
- » City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- » Tuition Reimbursement; \$2,500/year
- » Supplemental Retirement Plans through Nationwide; 457

- » Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
- » Pet Insurance
- » Bilingual pay compensation

Please visit the [Human Resources and Benefits Information](#) page for more information.

SELECTION PROCESS:

To be considered, please submit a cover letter and resume to: HRsecure@scottsdaleaz.gov. Resumes should reflect years and months of positions held, as well as size of past organization(s).

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process that may include a panel interview. Successful candidates will receive a post-offer, pre-employment background screening that may include:

- » Fingerprinting search of the national FBI Database
- » Criminal Background screening

The City of Scottsdale reserves the right to change this process at any time, potentially without advance notice.



PLEASE NOTE: Years of experience are based on a work schedule of 2,080 hours per year for full-time positions and 1,040 hours per year for part-time positions. While work experience may substitute for education on a year-for-year basis education may not be substituted for work experience.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.