

DESCRIPTION: Executive Director, East Richland County Public Service District

The East Richland County Public Service District (“District”) is a special purpose district located in the northeast portion of Richland County. The District is governed by a five (5) member Commission appointed by Richland County Council. The District provides wastewater treatment services to approximately 16,500 residential accounts and 1,500 commercial accounts. The District’s service territory in northeast Richland County covers approximately 35 square miles. The District owns and operates approximately 450 miles of sewer lines and the District’s wastewater treatment plant rated capacity is 13 MGD. The Executive Director will have responsibility for the management of the District including administrative, maintenance and treatment divisions.

RESPONSIBILITIES:

- Directs the management and operation of all departments; develops standards, policies, and procedures within guidelines established by District’s Commission.
- Plans, organizes, and directs the activities of department heads; advises and approves the hiring and placement of all personnel.
- Represents the District at public meetings and at conferences with other public and private groups and state and federal agencies.
- Directs the preparation of the annual budget; investigates requests for additions to the budget; prepares a recommended budget for the District Commission.
- Oversees and retains final approval on all District purchases; approves all budget expenditures.
- Oversees the investment and management of District funds.
- Seeks sources of funding for District projects; directs preparation of work programs; and implements approved plans.
- Calls staff and departmental conferences to review future work and plans.
- Provides technical and administrative assistance to the District’s Commission.

REQUIREMENTS:

- Bachelor’s Degree in public administration, public finance, business administration or related fields.
- Minimum of 10 years administrative experience, 5 years of which should be in a responsible management position.
- Must possess a valid South Carolina driver’s license, with a good driving record.

Send resumes and salary requirements to: Scott Elliott, Esquire, Elliott & Elliott, P.A., 1508 Lady Street, Columbia, SC 29201