

EXECUTIVE DIRECTOR – MUNICIPAL UTILITIES AUTHORITY – The City of Atlantic City Municipal Utilities Authority (“ACMUA”) is seeking qualified candidates to serve as the full-time Executive Director. Responsibilities include directing staff to ensure optimal daily operation of the ACMUA, oversight of all maintenance and operation of the ACMUA, oversight of all maintenance and operations with supervisory personnel and unionized employees, budgeting, long-range and strategic planning, public contracting and purchasing compliance, implementing policy decisions of the ACMUA Board of Commissioners. Candidates should possess a record of senior supervisory, organizational, and management skills. Experience managing municipal utility authority operations is desired. Additionally, a master’s degree is required to be considered for this position. Atlantic County and the City of Atlantic City residents are encouraged to apply. Interested candidates should forward two (2) copies of their resumes to G. Bruce Ward, Esq. at 701 No. Dr. Martin L. King Blvd., Atlantic City, NJ 08401, or by email brucewardesq@gmail.com by 2:00 PM, January 24, 2024. A copy of the Executive Director Job Description can be found on the ACMUA website – <https://acmua.org>.

JOB DESCRIPTION -EXECUTIVE DIRECTOR

The Executive Director of the Atlantic City Municipal Utilities oversees strategic planning, budgeting, and overall administration and management of the public drinking water systems serving Atlantic City, NJ.

Responsibilities include ensuring compliance with state and federal regulations, water conservation initiatives, and coordinating infrastructure projects. The Executive Director shall collaborate with government officials, address community concerns, and lead staff teams to maintain efficient water treatment and distribution.

DISTINGUISHING CHARACTERISTICS

Excellent leadership, communication, and financial skills are essential. Candidates with senior administrative experience having a strategic vision for sustainable and efficient water management practices are preferred.

KNOWLEDGE

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

EXPERIENCE

Documented experience in the water/wastewater industry with senior supervisory experience is preferred.

PRINCIPALS AND PRACTICES

Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

Organization, function, role, and authority of a public agency Board of Directors.

Principles and techniques of working with groups and fostering effective team interaction.

Principles, practices, and techniques involved in the operation of a large, complex water treatment and distribution systems including data acquisition, and integrated energy management systems.

Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.

Principles and practices of effective management and supervision.

Maintains compliance with personnel procedures rules and labor agreement provisions covering three staff bargaining units.

Compliance with mandated safety rules, regulations, and protocols.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.

Understanding of equipment and communication tools used for business functions and project tasks, including computers and software programs as needed.

EDUCATION

Master's degree in a relevant field such as civil engineering, environmental science, public administration, or a related discipline. Strong understanding of the regulatory framework of a public water utility.

LICENSES / CERTIFICATIONS

A valid NJ Driver's license and the ability to maintain insurability under the District Vehicle Insurance policy.