



Director, Administration

The North Shore Water Reclamation District (NSWRD) is a municipal body which was organized in 1914 under the North Shore Sanitary District Act of 1911. The NSWRD owns and operates more than 100 miles of intercepting sewer lines and 10 pumping stations which collect and convey wastewater from local sewer systems to Water Reclamation Facilities (WRFs) in Gurnee, Waukegan, and Highland Park, Illinois. The District's mission is to defend and preserve our natural resources and it is dedicated to the beneficial reuse of our water resources. For over a century, the NSWRD has achieved an outstanding record of protecting the environment, especially Lake Michigan, due to both consistently upgrading its infrastructure and the diligence of the clean water professionals who work for the District.

The Director of Administration provides administrative support in areas of billing, finance, human resources, and purchasing. The Director manages the preparation of timely and accurate financial statements and reports. Candidates must have the following:

- Bachelor's degree.
- Prior supervisory, management, or leadership experience.
- Ability to complete assignments by established deadlines is essential.
- Ability to manage multiple assignments.
- Knowledge of Microsoft Dynamics GP a plus.
- Excellent organizational, managerial and both verbal and written communication skills.
- Must possess a valid Driver's License.
- Advanced computer skills. Experience with enterprise business and accounting system and MS Office suite.
- **THIS POSITION IS ON-SITE IN GURNEE, IL (REMOTE WORK IS NOT POSSIBLE AT THIS TIME)**

Apply in person or send resume to:

North Shore Water Reclamation District
P.O. Box 750
14770 W. Wm. Koepsel Drive
Gurnee, IL 60031-0750
Fax: 847-623-6101
hmail@northshorewrd.org
Equal Opportunity Employer



Protecting Lake Michigan & Our Waterways.

North Shore Water Reclamation District

JOB DESCRIPTION

Title: Director, Administration

Division: Staff

Reporting Structure: Executive Director

KEY POSITIONS

SUPERVISOR: Supervisor, Administrative Services
Supervisor, Purchasing/Inventory
Human Resource Generalist
Accountant
Accounting Clerk

ACCOUNTABILITY: Responsible to provide administrative support in areas of billing, finance, human resources, and purchasing. Manage the preparation of timely and accurate financial statements and reports.

BASIC RESPONSIBILITIES:

1. Review, analyze and approve financial statements prepared in the finance department and by the accountant. Prepare written comments to accompany reports.
2. Develop and implement division operating policies and procedures.
3. Develop and staff an organization structure to meet division objectives, delegate responsibilities and establish standards of performance.
4. Support other Divisions with regard EPA grants and loans and maintain required records.
5. Coordinate the development of District budgets in accordance with planned objectives, compile and assemble data, review with the Executive Director for presentation to the Board of Trustees.
6. Advise Management on financial matters, provide financial reports and perform special studies as requested.
7. Work closely with auditing firm to review fiscal practices and controls.
8. Monitor purchasing department activities, fixed assets, records retention, and general filing system, and to provide support as needed and ensure bidding process requirements are fulfilled.
9. Responsible to ensure the District has proper liability insurance coverage and recommend carriers to the Board.
10. Responsible for the District's Capital Budget, the O&M Budget, the Audit and MD&A, and the District's Tax Levy, service agreements (Navy and Lake County, contracts, utilities (electricity, natural gas, telecommunications, water), self-insured group benefit plan (health, dental, prescription), and the Collective Bargaining Agreement.
11. Match long-term revenues to costs.

Title: Director, Administration

Division: Staff

Physical and Visual Activities:

Physical and visual activities that are commonly associated with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of vision, Accommodation, Color Vision.

Physical Demands:

Physical demands commonly associated with the performance of the functions of this job.

Lift up to 5 to 25 lbs. up to 10% of the time. Ascend and descend multiple sets of stairs frequently.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Inside and Outside conditions, Cold and Hot temperatures, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Poor ventilation, Usual office environmental conditions.

Job Qualification Requirements

Using the information from The Job Performance Requirements Checklist and the information from the top portion of this page, determine the selection criteria for this position. Include only the minimum hiring qualifications.

Knowledge: Minimum of BS degree. Excellent organizational, managerial and communication skills. Demonstrated ability to coordinate interdepartmental efforts. Advanced computer skills. Read, speak and write fluent English language.

Experience: 3 to 5 years in a management, supervisory or other leadership role.

Machines, Tools, Equipment (Office and Industrial), Software: Enterprise business and accounting system, MS Office suite, including MS Word, MS Excel and MS Access, calculator and other common office equipment.

Licenses/Certifications: Valid driver's license

Other: Excellent communication, computer, math, analytical and problem-solving skills. Strong ability to manage multiple assignments and supervise, lead and train personnel. Ability to complete assignments by established deadlines is essential.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.