# The Ashtabula County Environmental Services Department is Hiring a Director

Under administrative direction, the Director-Department of Environmental Services administers budget, personnel, policy definition, adoption and interpretation. The Director manages and oversees the maintenance and operation of Ashtabula County’s water distribution system and wastewater collection & treatment systems, as well as the overall accounting practices of the Department in compliance with all applicable federal and state regulatory requirements. The Director resolves a wide range of water and wastewater-related issues, is responsible for overseeing the maintenance and repair of electrical and mechanical equipment for all pertinent operations, and applies diplomacy and assertiveness to maintain effective working relations as an ambassador to the Board of Commissioners as to water and sewer services to the public of Ashtabula County as the leader of all personnel within the Department.

Coordination of workload and division objectives for Departmental division managers; development of legislative policy (i.e. County Sanitary Engineering rules and regulations, water and wastewater rate-setting), preparation of regular/monthly summary Departmental reporting for the Board of Commissioners and the public; review and assistance in the development of plans and specifications for public improvement projects; development, review and maintenance of annual operating budgets and routine accounting maintenance; public speaking.

**Pay Grade: 14**

- **Pay: Min:** $29.21
- **Max:** $40.89

**Desired Skills:**

- Bachelor’s degree in business administration, public administration, engineering, environmental science, or a closely-related field; or a combination of formal education and experience may be substituted at the discretion of the Appointing Authority. The candidate shall have a minimum of five (5) years of administrative experience, with at least three (3) years in a managerial capacity. An Ohio Driver’s License shall be maintained. Must pass a thorough background investigation and comply with Ashtabula County’s Drug Free Workplace Policy.

- Candidate must possess the characteristics of a team-oriented, participatory leadership style of personnel management, a comprehensive understanding of (a) public water and wastewater utility principles and practices; (2) public policy and aspects of local government; and (3) fiscal responsibility and accountability to ratepayers. The candidate must have exceptional clear, concise communication skills, be adept at combining a hands-on management style with administrative know-how and professionalism; have the ability to work with elected officials and the community at-large; and a record of creative problem-solving and positive employee relations. Grant-writing skills are also essential to the overall objective of the Department, and thus the role of the Director.

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<th>How to apply:</th>
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<tbody>
<tr>
<td>Please send resumes with cover letters and professional references by <strong>March 20th, 2020</strong></td>
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<td>Resumes will be accepted until a successful candidate is selected.</td>
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**Ashtabula County Board of Commissioners, Attn: Human Resources Department**

25 West Jefferson Street, Jefferson, OH 44047