January 30, 2023

**Village of Plain City**

**Mid-Ohio Water and Sewer District Board Membership Opportunity**

**Full Position Description**

The Mid-Ohio Regional Water and Sewer District Board of Directors is the legal authority for the Water and Sewer District. Members act in a position of trust for the community and are responsible for the effective governance of the organization. The Board of Directors provides leadership and direction in the development of short- and long-term goals of the District and assists in providing resources required to accomplish these goals. The Mid-Ohio Board of Directors provides oversight of the District's Water and Sewer systems, utility billing and collections, capital improvement programs, accounting functions, and other related functions.

**DUTIES AND RESPONSIBILITIES:**

Establish the organization's mission, vision, and direction, and promote the District's vision, values, and business philosophy.

Develop and maintain the District's strategic planning program, including capital improvement projects, customer services programs, and utility service areas.

Ensure the organization's financial health, including the responsibility for ensuring adequate financial resources are available for the organization's work. Financial responsibilities will include approval of annual operating budgets, approval of loans and grant applications, approval of expenditures greater than $20,000.00, completing an annual financial report for the District, and developing funding sources for capital improvement projects.

Ensure the organization has sufficient and appropriate human resources, responsible for the working conditions within the District, acts as appointing authority for the District, and provides direction to and evaluates District management staff.

Develop and ensure the continued existence of the Mid-Ohio Regional Water and Sewer District Selection Committee, which is the appointing authority for the selection of new Board Members or the reappointment of existing Board Members.

Direct District operations to ensure compliance with all legal and regulatory requirements.

Develop and oversee the District's organizational structure and administration.

Develop and maintain effective community relations, evaluate the needs of the District's customer base and communities served, and develop marketing and public information formats to provide clear and consistent information to the District utility customers.

Develop District goals and assist District staff in achieving goals within available resources.

Review and approve the Mid-Ohio Regional Water and Sewer District Regulations annually and recommend revisions as required.

Create water and sanitary rate schedules for the District's customers, assist in the annual review of all water and sanitary sewer rate schedules and approve recommended rate adjustments as required.

Ensure availability to communicate with District staff during emergency operations and assist in developing and implementing the District's disaster and emergency response plans as it relates to the District.

Maintain or direct District staff to communicate regularly with consulting engineers, construction project engineers, city, county, state, and federal agencies, professional and technical groups, and the general public regarding District activities and services.

Assist in developing, implementing, and enforcing District's safety policies.

**PREFERRED EXPERIENCE/EXPERTISE:**

Knowledge of engineering/construction principles, financial or business principles or environmental best management practices as related to District operations.

Knowledge of federal, state, and county regulations as related to District operations.

Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, County officials, and the general public.

Experience in analyzing financial reports, annual budgets, capital improvement project funding, and annual reports of operations.

Experience in executive leadership positions and membership with a Board of Directors with similar responsibilities or business interests.

**EXPECTATIONS OF BOARD MEMBERS:**

Attend and participate in District meetings regularly.

Recognize water quality concerns or sanitary sewer issues which the District Board of Directors should address.

Assist District staff in communicating and promoting the mission, vision, objectives, and programs of the Mid-Ohio Regional Water and Sewer District.

Become familiar with the District's water and sewer systems, financial records, capital improvement needs, and potential funding sources available to the District.

Acquire knowledge of the District's rules, regulations, by-laws, and procedures of the Mid-Ohio Regional Water and Sewer District.

**MINIMUM QUALIFICATIONS:**

All Board of Directors Members must have a permanent residence or ownership of a business in Madison County. At least two (2) members must reside within the corporation boundary of the Village of Plain City.

Board members may not be elected officials of any political subdivision nor an employee of the Mid-Ohio Regional Water and Sewer District.

Board members must have the ability to provide adequate time to prepare and attend regular board meetings and other board duties as required.

Knowledge of the District, public utility works, or relevant industry is preferred.