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Executive Director
Position Announcement

Background

Montana Rural Water Systems (MRWS) is seeking a new Executive Director. MRWS was established in October of 1979, expressly to support utility systems in Montana. At MRWS, our mission is to provide quality training and technical assistance to Drinking Water, Wastewater, and Tribal systems – to enable them to produce the best water with their available resources! MRWS operates under the guidance of the National Rural Water Association (NRWA), and is funded by federal, state, and program resources.

Position Title: Executive Director – Montana Rural Water Systems Association, Inc.

Other Title: Chief Executive Officer – Montana Rural Water Systems (reporting to the MRWS Board of Directors).

Reports To: Montana Rural Water Systems Board of Directors and serves at the discretion of the Board.

Based In: MRWS Office in Great Falls MT; some travel is required.

Major Area of Responsibilities: The Executive Director implements and continuously evaluates the policies, activities, and legislative intent of MRWS. The Executive Director is the principal representative in all matters of MRWS. The position of Executive Director is promoting the development and growth of MRWS. Primary activities of the position include, but are not limited to public relations, association development, program finance administration, NRWA/MRWS program coordination, attend training and National Conferences, association publications, and general administration of all association activities, including but not limited to the yearly conference. The Executive Director is an exempt position, reporting directly to the Association Board.

EDUCATION/EXPERIENCE: The Executive Director must possess, at a minimum, a bachelor's degree in a field of study appropriate to the position or equivalent work experience. A master's degree is highly desirable. A minimum of five years' experience in utility or

governmental administration is required. The Executive Director must demonstrate excellent verbal and written communication abilities, possess outstanding organizational skills, and problem-solving capabilities.

Salary: The position offers a competitive salary and benefits package, commensurate with experience. References will be required.

Special Conditions of Employment: Applicants will be subject to a background check. Non-smoking work environment. Valid Montana driver's license required within six months of employment.

Application Process: Qualified and interested applicants should submit a resume and cover letter to MTRuralWater@mrws.org. Four references to include names and contact information. Accepting applications until position filled.

MRWS is fully committed to the goal of equal opportunity in employment for all employees and applicants and does not discriminate based on race, color, national origin, religion, ancestry, sex, sexual orientation, gender identity or expression, childbirth or medical conditions related to pregnancy or childbirth, age, physical or mental disability, genetic information, marital status, creed, political beliefs or affiliation, veteran status, military service, retaliation, any other factor not related to merit and qualifications of an employee or applicant, or other basis protected by federal, state, or local law, ordinance, or regulations.