

# Executive Director

Southeast Metro Stormwater Authority  
Centennial, Colorado  
Employment Opportunity



Southeast Metro Stormwater Authority (SEMSWA) is seeking a self-driven and highly competent professional to design and direct strategies that support and enhance organizational operations as its Executive Director. The Executive Director serves as chief executive officer of SEMSWA and is responsible for the development and implementation of long and short-term goals, while effectuating the policies of the SEMSWA Board of Directors. The Executive Director is responsible for all aspects of the budget, focusing on financial resources and operational costs; and strategic planning to support SEMSWA's Mission, Vision, and Values; and leadership of SEMSWA's staff in the planning, implementation; and maintenance of storm drainage improvements for those jurisdictions within SEMSWA's boundaries; and compliance with SEMSWA's MS4 Permits.

SEMSWA is a public agency formed in 2006 to provide stormwater management and flood protection services for the City of Centennial and unincorporated Arapahoe County in the State of Colorado. These services include maintenance of stormwater facilities, new project review, permitting and inspection, construction of regional storm infrastructure, floodplain administration, compliance with stormwater quality regulations, and public education about stormwater quality. To find out more about SEMSWA, go to [www.semswa.org](http://www.semswa.org).

## EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The duties or essential functions of this job may be modified at any time.

- Lead SEMSWA with a commitment toward achieving the goals and objectives set by the Board of Directors.
- Research, draft, propose, and implement policies and projects with the Board, the staff, and other agencies.
- Forge and maintain relationships of trust with partner agencies, engineers, planners, developers, and ratepayers.
- Devise remedial actions for any identified issues and conduct crisis management when necessary.
- Develop and analyze the annual operating and capital budgets, including the direction of expenditures, investment of funds, and the prioritization of projects.
- Represent SEMSWA and interface with other Federal, State, and local agencies regarding SEMSWA programs and stormwater management.
- Collaborate with SEMSWA's outside financial consultant on a monthly basis including the preparation and presentation to the Board of SEMSWA's monthly financial statements.

- Interface with SEMSWA's auditors and assist the auditor during SEMSWA's annual audit including the preparation of Management's Discussion and Analysis.
- Build an effective team of leaders by providing guidance and coaching to SEMSWA managers and supervisors.
- Develop and oversee the human resources policies and practices of SEMSWA including hiring, pay, benefits, training, coaching, performance, and conditions of employment.
- Establish a positive environment within the organization which supports and encourages diversity, equity, and inclusion.
- Perform other duties that may be added or changed as the course and scope of the job directs.

#### KEY COMPETENCIES

- Exceptional organization, management, and leadership skills.
- Knowledge of governmental budgeting practices.
- Competent in financial statements and the ability to discuss such with the Board.
- Knowledge of the disciplines relevant to drainage and flood control, including hydrology and hydraulics.
- Knowledge of recent developments in the technology and techniques of analysis of data and of program development.
- Knowledge and understanding of Federal, State, and local rules, regulations, and standards related to engineering, permitting, and environment and construction management and the ability to read, comprehend, interpret, and communicate details and changes, as needed.
- Experience with federal, state, and local permitting agencies regarding environmental and floodplain issues.
- Ability to collaborate closely with elected officials, volunteer Boards, local governments, and regulatory agencies and their officials.
- Knowledge and ability regarding the use of consultants in various disciplines.
- Ability to develop and recommend new policies and programs.
- Knowledge and understanding of SEMSWA's MS4 Permits.
- Ability to direct and lead others in accomplishing goals.
- Ability to perform the essential job functions of the position as described herein.

EDUCATION AND EXPERIENCE – a combination of education and experience will be considered that is equivalent to the requirements listed.

- Bachelor's Degree in Civil Engineering, Environmental Engineering, Business Administration, or Public Administration required.
- Ten (10) years of progressively responsible administrative, construction management, or project management experience with five years of related managerial responsibilities.

- Registration as a Professional Engineer by the Colorado State Board of Registration for Professional Engineers and Land Surveyors preferred.
- Valid driver's license and satisfactory driving record required.

#### SALARY AND BENEFITS

- Hiring Range: \$165,000 to \$265,000/Annually
- Medical, dental, and vision insurance – fully paid employee coverage and partially paid dependent coverage
- Employer Health Savings Account (HSA) contribution
- Group Life Insurance – fully paid by SEMSWA
- Short and Long-Term Disability Protection – fully paid by SEMSWA
- Flexible Spending Plan (FSA)
- Employee Assistance Program
- 11 Paid Holidays Per Year
- Vacation Leave, Sick Leave, and Personal Day
- Matching Funds Retirement Programs – 401(a) and 457(b)

This is an immediate opening and applications will be accepted through June 14, 2022.

Please forward a cover letter, resume, and three (3) work related references to referencing the job title to:  
[resumes@cpshr.us](mailto:resumes@cpshr.us)