Pittsburgh Water & Sewer Authority

JOB ANNOUNCEMENT

POSITION: Special Assistant to Executive Director
DIVISION: Administration
SALARY: TBD
FLSA: Exempt

POSTED: October 4, 2016
APPLICATION DEADLINE: 4:00 p.m. on October 17, 2016

SUMMARY:

The Pittsburgh Water and Sewer Authority is seeking an innovative individual who can assist the Authority as a Special Assistant to the Executive Director. This position will report directly to the Executive Director and be the PWSA point person and coordinator for strategies to address lead in water infrastructure. PWSA serves over 111,000 customers in the City of Pittsburgh. The Authority's annual operating budget exceeds $185 Million, and it has over 220 employees. The Special Assistant will coordinate internally with the engineering director, the water quality director, and the communications manager to develop plans and synchronize effort. The Special Assistant will coordinate externally with elected officials, other government agencies, regulatory agencies, consumer groups, and the media. This individual will also be responsible for assisting PWSA's Lead Advisory Council to evaluate and implement solutions. This individual will be the point person to coordinate the communications plan with the communications manager and assure media and public relations and community outreach regarding lead in water infrastructure is aligned with plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the Special Assistant for the Executive Director related to lead issues
- Provides advice and support to the Executive Director on matters related to lead in water infrastructure.
- Makes recommendations to the Executive Director regarding programs to assure and exceed lead testing and mitigating compliance in water infrastructure.
- Responsible for program and individual project compliance with state and federal laws, rules and regulations.
- Develops and reviews policies, procedures, guidelines, rules, and regulations, and establishes priorities, standards, and measures for meeting the plans and goals.
- Will work directly with the Public Relations Department on lead issues
- Familiar with government affairs when dealing with water quality standards concerning lead.
- Will educate governmental officials, public agencies and the public on the PWSA lead programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Applicants must possess an ability to communicate effectively (both orally and in writing) with a wide variety of audiences.
- Experience working with a Board of Directors, elected leaders, government/municipal officials, consultants, contractors, and the media is a plus.
- Skills in developing and implementing programs.
- Experience with the press and conducting community outreach.
- Familiarity with National and State water and environmental regulations is a plus.
- Using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to manage multiple priorities in a deadline oriented environment.
- Ability to maintain high level effective working relationships with agency personnel, Board Members, consultants, and government officials.
- Ability to interpret policies, procedures, and regulations.

GENERAL REQUIREMENTS:

Applicants must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

EDUCATION/EXPERIENCE REQUIREMENT:
Bachelor's degree in public relations, management, engineering or science with a minimum of five+ (5) years' work experience (work with a water/wastewater authority will be considered a plus), or acceptable combination of education and experience.

APPLICATIONS: Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: HR@pgh2o.com

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.