

Madison Metropolitan
Sewerage District



Executive Director





The Position

The Madison Metropolitan Sewerage District (District) is seeking an Executive Director who will lead the organization in providing efficient wastewater and environmental protection in Madison and Dane County. Reporting to the District Commission, the Executive Director leads the execution of the strategic plan, sets goals, creates administrative guidelines, and oversees operations. Working closely with the Executive Office and directors, the Executive Director ensures safety and regulatory compliance, manages fiscal responsibility, promotes organizational optimization, develops customer and partner relationships, and ensures the District's long-term environmental and fiscal resilience.

The Executive Director engages with the leadership of owner communities, regulatory agencies, and stakeholders to strengthen partnerships and communicate the District's work. They establish business strategies, goals, and policies with the Commission and Executive Office to achieve the District's mission and vision, addressing emerging technologies and issues that may affect the District. They maintain top-tier wastewater treatment by understanding plant operations and financial needs and ensuring alignment with Federal and Wisconsin laws, regulations, and Commission directives.

The Executive Director ensures high levels of customer service, employee engagement, efficient operations, regulatory compliance, and environmental stewardship. They shape a positive, inclusive, and high-performing culture, fostering an environment where all employees feel valued and empowered. Collaborating with directors, managers, supervisors, and staff, the Executive Director develops and oversees the implementation of the regulatory compliance strategy and ensures alignment with the strategic plan. They maintain open lines of internal communication to foster employee voice, collaboration, and alignment while supervising staff to ensure a safe work environment.

Overseeing the Executive Office, the Executive Director selects, leads, and develops executive staff, ensuring coordination and alignment of priorities. They approve the scope for major initiatives and coordinate regular meetings with directors and the Executive Office to share project information and priorities. The Executive Director works with the Commission to strategize and set policies, ensuring effective management under the Commission's authority. They keep the Commission updated on regulatory changes and potential risks, represent the District at Commission meetings, and prepare the meeting agenda in collaboration with Commission leaders and legal advisors.

The Executive Director recommends annual budgets, capital improvement plans, and financial strategies to the Commission. They manage the District within budget constraints, presenting service charge and fee requirements, including rate increase recommendations. They play a key role in fiscal management, planning and approving capital improvement projects aligned with the strategic plan, and ensuring appropriate fiscal controls and policies subject to regular audits.

The Executive Director engages with the Commission and owner communities, informing them about major District activities and initiatives. They advocate for the District in meetings with governmental and community agencies, highlighting its work to increase awareness and support. The Executive Director maintains relationships with key external constituents, including government agencies, regulators, developers, elected officials, and environmental organizations, and participates in relevant professional organizations to keep the District at the forefront of emerging trends.

The full job description is located [here](#).

Priorities

- Build strong working relationships with the Commissioners and across all departments. The Executive Director will build trust within the organization and owner communities with active listening, engagement, and transparent communication.
- Enhance community engagement through educational programs, public participation in district planning, and decision-making processes.
- Develop and implement a long-term infrastructure investment plan to ensure reliability, resilience, and adaptability and address critical infrastructure needs, enhance pollution reduction programs, support water quality initiatives, and improve resource recovery efforts.
- Develop short and long-term financial plans that consider prioritization of large capital projects, identifying funding sources, and executing projects annually.

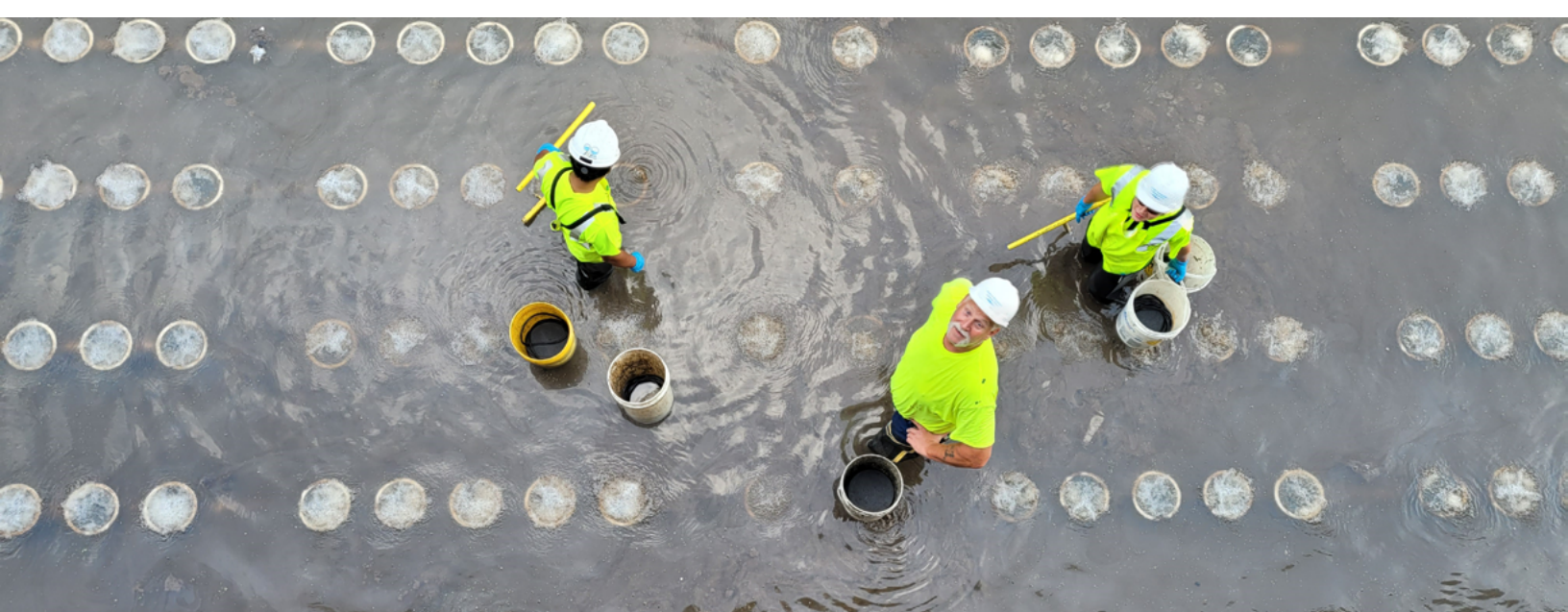
The Successful Candidate

The District is seeking a dynamic, collaborative, transparent, and knowledgeable leader in public utility management and administration. The ideal candidate will be able to engage with staff and demonstrate their interest and knowledge in the District's work. They will be an active listener with owner communities and be effective in working in the complex regulatory and intergovernmental environment. They will be a strong administrator and have an understanding of federal, state, and local regulations concerning wastewater treatment, environmental programs, and funding processes. Proficiency in budget development and financial management principles is a must. A strong commitment to environmental stewardship and fiscally responsible wastewater processing solutions is essential.

This role requires expertise in general management, human resources, and supervisory techniques. The successful candidate will excel in executive-level management, effectively delegating responsibilities, supervising a diverse workforce, and leveraging the strengths of employees. The ability to develop long-term public works plans and make sound decisions on major policy matters and complex engineering problems is critical and knowledge of the nutrient removal process is highly valued.

The District is looking for someone with strong analytical skills and a knack for problem-solving. The candidate must be an effective communicator, both orally and in writing, capable of developing and delivering reports, public presentations, and providing understandable messages on technical information to various audiences. Building effective working relationships with federal, state, regional, and local agencies, community leaders, the District Commission, directors, managers, staff, and the public is crucial for success. The ideal candidate is agile, able to juggle multiple tasks, stay calm under pressure, and make effective decisions in a crisis. Experience in capital financing and grant management is highly valued.

The preferred candidate will excel in representing the District to the public with tact, courtesy, and professionalism, interpreting and enforcing state and federal regulations. They should be skilled at developing high-performance teams, managing interactions, justifying budgetary requests, and controlling expenditures. The preferred candidate will have a strong commitment to equity and inclusion.



Qualifications

Minimum requirements include a bachelor's degree in civil or environmental engineering, business or public administration, finance, or a related field, and ten (10) or more years of progressively responsible experience in utility management, municipal management, water policy, or a regulatory role, with at least five (5) years in a senior leadership position, which includes experience in budget planning and management.

Preferred qualifications include a master's degree in engineering, business or public administration, finance, or a related field, specific experience in the wastewater field, and being a registered professional engineer (PE). Additional skills that are preferred include demonstration of building trust and engagement with internal staff and with customers, long-term planning, financing and delivery of capital projects, developing consensus with multiple stakeholder interests, and effective intergovernmental relations.



Inside The Madison Metropolitan Sewerage District

Mission: *Protect public health and the environment*

Vision: *Enrich life through clean water and resource recovery*

Ideals: *Equitable, reliable, and cooperative*

Established in 1930 to protect the lakes and streams of the upper Yahara watershed, the Madison Metropolitan Sewerage District serves approximately 429,000 people across 24 Madison-area communities, covering around 188 square miles. The District owns and operates 145 miles of pipeline and 18 regional pumping stations, conveying approximately 37 million gallons of wastewater daily to the Nine Springs Wastewater Treatment Plant. Organized as a municipal corporation, the District is a leader in sustainability and resource reclamation. The District celebrated its 90th anniversary in 2020.

The District is a passionate and experienced resource recovery team that aims to protect public health and the environment by providing safe, reliable, and efficient wastewater treatment to Madison-area communities. The District is known for its innovative engineering, conservation leadership, and recovery expertise while maintaining cost-consciousness for ratepayers.

The District's vision is to enrich life through clean water and resource recovery. Every time it's essential for workers to clean and return wastewater to nature or apply Metrogro to help farmers grow more food, they are taking steps toward creating a cleaner and better world. The District achieves this not only by providing critical infrastructure and public services to the communities it serves but also by educating and engaging in public outreach so others can take steps to conserve resources.

The District is governed by a nine-member Commission. Governance is organized under a modified policy governance approach. The Madison Metropolitan Sewerage District is structured to ensure efficient wastewater management and environmental protection.

The District is overseen by a recently created Executive Office and a team of Department Directors, which provide strategic oversight and leadership. The Executive Director has two direct reports – Deputy Executive Director and District Principal Engineer. Together, these three positions constitute the Executive Office. The Deputy Executive Director oversees what can be thought of as the administrative part of the District: enterprise services (information technology, accounting, procurement), human resources, communications, business services, budget, and planning. By position count, this is about one-quarter of the District. The Deputy Executive Director serves as Executive Director when the Executive Director is unavailable. The District Principal Engineer oversees the operational part of the District: ecosystem services (lab, wastewater permit, pollution prevention), engineering, operations, and maintenance. The Director's Roundtable is the executive leadership team of the District and meets routinely to look at short and long-term issues.

Like their predecessors in history, District staff today are dedicated to protecting public health and the environment. They are a passionate and experienced resource recovery team who fulfill the District's mission not only by responsibly treating wastewater but doing so through sustainable, adaptable, and innovative methods.

Departments

The following is a current list of the District's departments and their functions. The District's 2025 budget will have updates to the structure.

Budget and Planning (B&P) helps the District plan for and meet challenges. The department has four main functions. This includes planning, such as the District's strategic plan, master and facility planning, budget development, and policy development.

Ecosystem Services oversees portions of the discharge permit and provides support services for treatment plant and collection system operations. This includes laboratory services to monitor the performance of the plant, provide information for service charge bills, and ensure the safety of the environment and public health with rigorous testing.

Engineering plans, designs, constructs, and commissions new capital improvements and provides design and construction administration and advisory services to District teams so that safe, reliable, and cost-effective infrastructure is built both on the plant grounds and beyond the fence.

Enterprise Services provides a range of management services to the organization in the areas of accounting, budget monitoring, procurement, and IT. This department partners and collaborates with internal customers to provide effective and efficient services that allow departments to do their business better.

Executive Office (EO) sets the overall strategic direction for the organization and decides policy questions that affect multiple departments or otherwise require top-level resolution. The EO is made up of three individuals: the Executive Director, Deputy Executive Director and Director of Budget and Planning, and the District Principal Engineer and Director of Wastewater Operations and Reliability. The EO meets regularly on its own and as a team with other directors. The EO was formed in January 2024.

Human Resources (HR) supports District supervisors and managers with the full range of HR activities. This includes support in the recruitment and hiring of staff, providing orientation for new employees and managing employee benefits, providing consultation and support to supervisors and managers on policies and procedures, and working with the Employee Leadership Council on issues affecting employees. The HR Department supports employee health, safety, and security and processes workers' compensation claims. Finally, the HR Department provides organizational development support, including change management, performance management, training and professional development support, employee engagement, and DEI leadership.

Communications/Business Services provides several key functions for the District. The Business Services team provides broad-based business services for the District, supporting staff, business functions, reception management, and virtual and in-person event management. This team also staffs the front desk, serving as the frontline for staff, visitors, and vendors. Additionally, this team also handles coordination and support for the Commission, Executive Office, and Directors. The District's Communications and Marketing staff is responsible for both the District's strategic communications. This includes internal and external communications, public relations, community outreach, brand strategy, and reputation management, among other things.

Operations and Maintenance (O&M) is the backbone of the organization, protecting human health and the environment by ensuring that all wastewater generated in the District's service area is safely conveyed to the Nine Springs Wastewater Treatment Plant 24 hours a day, 365 days a year.



The Community

The City of Madison is a vibrant and growing community located in the heart of Wisconsin. With a population of approximately 269,000 residents, Madison is known for its beautiful lakes, parks, and recreational opportunities. The City is home to the University of Wisconsin-Madison, which contributes to its dynamic and diverse culture. Madison boasts a strong economy driven by education, healthcare, technology, and government sectors. The City's commitment to sustainability and innovation has earned it recognition as one of the best places to live in the United States.

Madison's downtown area offers a variety of dining, shopping, and entertainment options, making it a popular destination for both residents and visitors. The City's extensive network of bike paths and public transportation options make it easy to explore and enjoy all that Madison has to offer. With a rich history and a forward-thinking approach, Madison continues to thrive as a welcoming and inclusive community.

The City's cultural scene is thriving, with numerous museums, theaters, and galleries showcasing the City's artistic talent. Outdoor enthusiasts will find plenty to do in Madison, with numerous parks, trails, and recreational facilities available for residents and visitors to enjoy. The City's location on the shores of Lake Mendota and Lake Monona provides ample opportunities for boating, fishing, and other water-based activities.

Madison's commitment to education is evident in its excellent public and private schools, as well as its higher education institutions. The University of Wisconsin-Madison is a world-renowned research university that attracts students and faculty from around the globe. The City's economy is diverse and robust, with major employers in the education, healthcare, technology, and government sectors.

The City of Madison is a dynamic and thriving community that offers a high quality of life for its residents. With its beautiful natural surroundings, vibrant cultural scene, strong economy, and commitment to sustainability, Madison is truly a great place to live, work, and visit.



Madison Metropolitan Sewerage District



Compensation

The expected hiring range is \$173,000 - \$233,000, depending on qualifications, with an excellent benefits package. Only well-qualified applicants should expect to start above the midpoint. Learn more about our options and employee-based benefits [here](#).

Benefits offered include the following:

- Medical, dental, life, and short-term and longer-term disability insurance
- Holiday, vacation, personal, sick, bereavement, jury duty, military leave and paid parental leave
- Retirement Health Savings Plan
- Participation in the Wisconsin Retirement System (WRS), one of the best-managed public sector retirement plans in the country
- Supplemental 457 Retirement Plan
- Flexible Spending Account (FSA)
- Supplemental Voluntary Insurance
- Wellness Programming
- Length of Service Awards
- Employee Assistance Program (EAP)



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **October 14, 2024**.

Candidates should request confidentiality, or their materials may be subject to Wisconsin public records requests.



Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Robert Colichio at rcolichio@raftelis.com.