PUBLIC POSITION ANNOUNCEMENT

Executive Director

West Tennessee Regional Utility Authority

The Authority

The West Tennessee Regional Utility Authority is a public body created to plan, acquire, operate, and finance water and wastewater systems for Fayette, Haywood and Tipton Counties and for municipalities, and districts that join by membership agreement. The Authority is in its formation period. The Executive Director will help stand up operations, support membership and contribution agreements, and represent the Authority with local governments, state agencies, and funding partners.

The Position

The Executive Director is the chief executive and administrative officer and reports to the Board of Directors. Duties include:

- Directing administration and operations consistent with Board policy and the Act;
- Preparing Board agendas and keeping the Board informed of operational, financial, regulatory, and intergovernmental matters;
- Preparing and submitting the annual operating budget at least 60 days before the fiscal year and administering the adopted budget;
- Causing periodic actual-to-budget financial reports, including a balance sheet, to be provided to the Board;
- Supporting membership, contribution, and other intergovernmental agreements, subject to Board approval;
- Recommending staffing, consultants, capital items, and contracts; appointing personnel subject to Board confirmation as provided in the Act;
- Serving as spokesperson and maintaining working relationships with member governments, customers, regulators, and the public; and
- Attending all Board meetings unless excused for an executive session.

Minimum Qualifications

Applicants must meet all of the following:

- Bachelor's degree in engineering, public administration, business, finance, or a closely related field, or an equivalent combination of education and extensive responsible executive experience the Board finds comparable;
- At least seven (7) years of progressively responsible leadership in water or wastewater utility management, municipal or county government, a utility or development authority, or closely related public administration;
- Demonstrated ability to work with a multi-jurisdiction board and with county and municipal elected officials;
- Working knowledge of Tennessee local-government and utility practice, or a demonstrated ability to acquire it immediately; and
- Ability to communicate clearly, prepare Board-ready reports, and represent the Authority with state and federal partners.

Preferred Qualifications

- Relevant experience with regional wastewater planning, treatment capacity, NPDES compliance, or utility rate and membership structures;
- Experience standing up a new public body or negotiating intergovernmental or contribution agreements;
- Working relationships in Tipton, Fayette, Haywood, and surrounding West Tennessee governments and with relevant state agencies;
- Experience with federal or state infrastructure funding (WRDA, SRF, community project funding, or similar); and
- For a part-time start-up appointment, capacity to perform the essential duties within the hours the Board sets, including Board meetings and peak formation work.

Compensation

- $80K-$120K or negotiable, commensurate with experience and hours; set by the Board as outlined in a contract establishing salary, term and duties with the successful candidate.

Schedule

- Part-time, as determined by the Board (a start-up appointment may begin at approximately 20 hours per week)

Location

- West Tennessee; presence at Board meetings and among member governments required

This job description reflects management's assignment of essential functions; it was not meant to be all-inclusive of the tasks that may be assigned.

How to Apply

Submit a single PDF by e-mail to **rsealy@tiptonco.com** no later than 5:00 p.m. Central on Friday, October 30, 2026, containing a cover letter of interest and a current resume. For questions regarding the submission, contact Robin Sealy at (901) 476-0200 in the Tipton County Executive's office at 103 East Pleasant Street, Covington, TN 38019

Candidates for this position will be evaluated by the WTRUA Board of Directors or a subcommittee of the WTRUA Board of Directors. The Board of Directors reserves the right to limit or expand the number of applicants to participate in the interview process in order to obtain the most highly qualified candidate. Appointment is at the sole discretion of the Board

There will most likely be extensive background and reference checks of candidates. Once strong mutual interest has been established, candidates may be asked to provide a list of references that should include, but not be limited to, a supervisor, a peer, a development client, or a subordinate, as applicable. Candidates may be asked to sign an authorization to release information for the purpose of the background check, which may include verification of education, criminal, and employment records. Should an offer be extended prior to the completion of these checks, the offer will be made contingent on the successful completion of reference and background checks.

The Authority is an equal opportunity employer. This announcement is not an offer of employment.