

Position Description

Chief Executive Officer (CEO)

Starting Salary Range \$100,000-\$120,000 (DOE)

Starting date: 12/1/2026

POSITION: The CEO is the senior employee of Entranosa ("Association") and reports directly to the Board of Directors ("Board"). He or She assists the Board in accomplishment of its duties and is accountable to the Board for the performance of the Association in all respects. The CEO organizes the staff to best accomplish the vision, mission and goals of the Association and is accountable for the operations and success of the Association. He or She has the authority to hire and terminate staff and can delegate responsibilities for efficient and effective accomplishment of functions. The CEO is the "face" of Entranosa and is expected to maintain a relationship with the community (press, business interests, municipal and county governments, local NGOs) as well as with state and federal regulatory and legislative entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Support the Board in strategic planning, budgeting, recommending strategic priorities concerning water rights and development and reporting on financial and sustainability issues. Prepare agendas, supporting documentation and announcements for Board meetings. Participate in all meetings and accomplish all tasks as assigned or requested by the Board.
- B. Evaluate and advise on new programs/strategies and regulatory actions consistent with the vision and mission of the Association.
- C. Annually prepare a budget review and approval by the Board. Manage the budget, reporting to the Board on a routine basis, or as needed, with respect to budget status.
- D. Review and implement policies and procedures of the Association with a focus on improving the overall operation and effectiveness of the Association.
- E. Accountable for day-to-day operations of the Association (field services, financial, administrative, internal and external communications, regulatory reporting, and human resources).
- F. Establish and maintain relationships across the community and political spectrum, including local businesses, other utilities (gas, electricity, water and wastewater), municipal and county governments, state and federal elected officials and government agencies having regulatory oversight of the Association. Share information with these organizations as appropriate. Actively participate in water industry organizations such as NM Rural Water, American Water Works Association, etc. Interface with local community groups on a regular basis.

- G. Monitor current status and performance of the systems and components of the Association; report critical changes in status to the Board and ensure 24-hour operational response capability.
- H. Oversee external professionals (legal, financial, engineers, construction contractors, etc.) engaged in specific tasks for the Association. Prepare and execute contracts for outside professional services, as approved by the Board.

QUALIFICATIONS: Experience, Competencies and Education

- A. Proven leader with prior business and management experience, which may include private business, government, public utilities, mid-level to senior military, non-profit, etc. At least 10 years' experience in management roles in any of these categories.
- B. Forward thinking, creative and decisive, with high ethical standards and an appropriate professional image.
- C. Strategic visionary with sound analytical ability, good judgment and a strong operational focus. Ability to see the "big picture" for the Association and its stakeholders.
- D. Self-directed, well organized individual who is "politically-savvy" and a team player.
- E. An effective negotiator with experience in drafting, evaluating and executing contracts.
- F. Knowledge of water quality laws and regulations (or the ability to master such knowledge) that affect the Association's operations, facilities, sampling, and staff classifications and training, toward ensuring that Entranosa maintains full compliance with all applicable standards and requirements.
- G. Ability to understand engineering analysis and a basic understanding of mechanical and hydraulic principles, including pressure, flow, pumping and groundwater science.
- H. Knowledge of construction requirements for water, wells and pumping systems (or the ability to obtain such knowledge) along with applicable codes and regulations regarding construction of water utilities.
- I. Knowledge of applicable OSHA requirements.
- J. Working knowledge and experience with information technology and computer aided system controls. Proficiency with common computerized office software tools (Word, Excel, PowerPoint, etc.)
- K. Must possess (or be eligible for) a NM drivers' license.
- L. Possess, or be eligible and able to obtain, industry certification as a utility manager or water/wastewater operator licensure (if deemed necessary).
- M. A bachelor's degree from a four-year institution is strongly preferred but related education and experience will be considered in lieu of a four year degree.

COMMUNICATION SKILLS:

- A. Ability to read, analyze and interpret the technical, financial, legal, regulatory and administrative materials and documents that pertain to the management and operation of water utilities. Seek assistance from appropriate staff and professionals as needed.
- B. Ability to respond effectively to inquiries or complaints and to resolve personnel issues.
- C. Ability to effectively present controversial or complex topics to the Board of Directors, staff or other stakeholders in a variety of forums, in a clear, concise and cogent manner.
- D. Ability to write technically and clearly.

PHYSICAL DEMANDS:

The duties of the CEO may necessitate the ability to stand, walk, sit; employ tactile examination of objects or employ tools or controls; reach with hands and arms; climb stairs, walk across open rural terrain (hills and fields), balance, stoop, kneel, crouch, crawl or climb into or out of ditches and excavated areas of earth; climb ladders or water tanks or into underground vaults. Duties may require working extended hours beyond a normal workday, which may include physical activity or simply observing.

WORK ENVIRONMENT:

The CEO may work inside of environmentally controlled buildings or in the heat or cold of the outdoors during daylight and evening hours. The noise level in the work environment is usually low but may necessitate the use of hearing protection while observing mechanical operations and/or the employment of heavy equipment.

PREFERENCES:

- New Mexico water experience with certified levels
- East Mountain or Albuquerque residence
- Entranosa Member
- Experience working for an elected Board of Directors