



# Executive Director Position Profile

**The Lynn Water and Sewer Commission is seeking qualified applicants for the position of Executive Director.**

## The Position

The Executive Director is responsible for overseeing the daily operations of the Commission with a \$34 million budget, and 60 employees who provide clean water to 100,000 people in Lynn and sewer service to 146,000 people in Lynn and surrounding communities.

The Executive Director is responsible for the implementation and coordination of Commission policy, procedures, and duties, including, but not limited to, directing and administering daily operations of the city's water and wastewater systems, operations of the engineering department, maintenance, treatment plant operations, preparation of budgets and other operational and administrative duties assigned by the Commission. The Executive Director reports to the Commission's Executive Board.

The ideal candidate will have significant experience working within municipal or regional government, strong managerial ability, financial acumen, familiarity with labor contracts and negotiations, and an interdisciplinary mindset for overseeing the operations of a large critical organization.

## Key Focus Areas

Under a USEPA Consent Decree, the Commission is anticipated to undertake a total of \$214 million in combined sewer overflow (CSO) abatement projects by 2031.

Working with the City of Lynn, Town of Swampscott, and others, continue to address pollution issues at Kings Beach.

Oversee implementation of the Lead and Copper Rule Improvements including service line identification and replacement.

Provide continued excellent and efficient services to the residents of Lynn and those served by the Commission.

## Qualifications

- Bachelor's degree in engineering, Construction Management, Public Administration or relevant discipline.
- Minimum of 10 years of professional experience in water and/or wastewater treatment facility operation, public administration, engineering, and/or management.
- Registered Professional Engineer (PE) preferred but not required.
- Demonstrated ability to perform executive leadership functions.
- Demonstrated working knowledge of state and federal environmental regulations.
- A combination of education, training, certification and experience will be considered; all applicants are encouraged to apply.

## Salary & Benefits

The anticipated starting salary is \$170,000-\$185,000 +/- DOQ. The Commission has excellent benefits and is a member of the Lynn Retirement System. The Board will enter into an Employment Agreement with the Executive Director.



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## Application Process

Email cover letter and resume to the Collins Center for Public Management at:

[CollinsCenterRecruit@umb.edu](mailto:CollinsCenterRecruit@umb.edu) and include in the subject line "LWSC" and [Your last name]." **Review of resumes will begin July 28th.**

Please reach out to Mary Flanders Aicardi, HR Practice Leader for the Collins Center for Public Management with any questions at 508-215-8992.

## ABOUT THE COMMISSION

The Lynn Water & Sewer Commission was established, under Chapter 381 of the Acts of 1982 of the Commonwealth of Massachusetts. The Commission is a political subdivision separate from the City of Lynn ("City"). The Act transferred the ownership, operation, and control to the Commission of the water supply, the water treatment and distribution system, the wastewater facilities, and the collection and stormwater drainage system from the City's Department of Public Works. The Act transferred all real and personal property of the City's water and wastewater system and all related contracts, rights and obligations to the Commission. The Act empowers the Commission to operate and maintain the System facilities, and finance operation, maintenance, and improvements from the collection of charges and the issuance of bonds and notes payable entirely from the Commission revenues. The Commission is responsible for providing water, wastewater and drainage service in the City and provides wastewater treatment on a bulk service basis to its Member Communities (the Towns of Saugus, Nahant, and Swampscott, MA). The Commission is overseen by a five member Board- two appointed by the mayor, two appointed by the city council, and one a city councilor.