



Central States Water Resources

Director of Business Development and Strategic Planning

Department: Operations

FLSA Status: Exempt

Grade/Level:

Job Type: Remote/Business Development

Work Schedule:

Typically Monday through Friday. 40 hours per week. Overtime as needed.

Job Status: Full Time

Reports To: Senior Vice President of Operations

Amount of Travel Required: 50%

Positions Supervised: None

POSITION SUMMARY

Direct the overall company utility acquisition strategy, open new state utility markets, help to develop operations for new markets, identify and acquire new water and wastewater utilities across the continental United States and help create and maintain a long-term company-wide operations program at both the utility and corporate level.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- New business development and origination.
- Work in compliance with CSWR policies and guidelines at all times.
- Other tasks as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Attention to Detail - Ability to pay attention to the minute details of a project or task from the beginning to the end of the project/task.
- Business Acumen - Ability to grasp and understand business concepts and issues.

- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Judgment - The ability to formulate a sound decision using the available information.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school): Required

Experience: 5 plus years of experience

Computer Skills: MS Office Suite, SAP Systems

Certifications & Licenses:

Other Requirements:

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand O
 Walk O
 Sit F
 Manually Manipulate F
 Reach Outward F
 Reach Above Shoulder O
 Climb O
 Crawl O
 Squat or Kneel O
 Bend O

Lift/Carry

10 lbs or less O
 11-20 lbs O
 21-50 lbs N
 51-100 lbs N
 Over 100 lbs N

Push/Pull

12 lbs or less O
 13-25 lbs O
 26-40 lbs N
 41-100 lbs N

Other Physical Requirements

- Vision – Satisfactory
- Ability to wear Personal Protective Equipment (PPE) - As required

WORK ENVIRONMENT

Office

Prepared By: Barb Eaton Date: 5/14/2020
 Approval: Josiah Cox Date: 5/14/2020
 Print Name: _____ Date: _____
 Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.



Central States Water Resources

General Counsel

Department: Operations

FLSA Status: Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Typically Monday through Friday. 40 hours per week with overtime as needed.

Job Status: Full Time

Reports To: President

Amount of Travel Required: 50%

Positions Supervised: None

POSITION SUMMARY

Ensure the company operates within the law at all times, maintain legal regulatory compliance with all utility laws for ongoing utility compliance, offer counsel on utility legal issues, and facilitate business strategy development. Responsible for the company-wide legal compliance, lead all regulatory legal processes and create programs that limit risk exposure to our firm.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Direct overall company regulatory projects and filings.
- Design and implement legal standards and procedures.
- Codify standards and procedures and measure the effectiveness of procedures.
- Provide expert and strategic legal advice to senior management.
- Anticipate issues and estimate risks strategically.
- Identify solutions that will eliminate or mitigate risks.
- Handle negotiations with regulatory bodies.
- Base decision-making process on ethics and integrity.
- Deal with external parties (regulators, external counsel, politicians, clients).
- Draft agreements and other documents as required.
- Manage and direct outside legal expenses.
- Deal with complex, matters that cut across legal and related areas.

- Keep abreast of legislative and legal changes.
- Work in compliance with CSWR policies and guidelines at all times.
- Other tasks as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Attention to Detail - Ability to pay attention to the minute details of a project or task from the beginning to the end of the project/task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Systems Analysis - Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Bachelor's and Juris Doctor Degree from ABA accredited law school

Experience: 15 years legal experience in utility law

Computer Skills: MS Office Suite and legal computer case law databases

Certifications & Licenses: Active license (in good standing) to practice law in Missouri

Other Requirements:

PHYSICAL DEMANDS

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Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	F
Reach Above Shoulder	O
Climb	O
Crawl	O
Squat or Kneel	O
Bend	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

Other Physical Requirements

- Vision - Satisfactory
- Ability to wear Personal Protective Equipment (PPE) - As required

WORK ENVIRONMENT

Office

Prepared By: Barb Eaton Date: 7/10/2020
Approval: Josiah Cox Date: 7/10/2020
Print Name: _____ Date: _____
Employee Signature: _____ Date: _____

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