



**NOTICE OF JOB OPENING**  
**CHIEF ADMINISTRATIVE OFFICER**  
**1 Opening**  
**(Internal & External)**

**Opening Date: 10/10/2023**

**Closing Date: Until filled**

**Classification:** Grade 2A, Exempt \$144,414 - \$177,611 annually based on exp.

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**Summary of Job Duties and Responsibilities** The CHIEF ADMINISTRATIVE OFFICER, together with the Chief Operating Officer, assists the Chief Executive Officer in the overall management of the Utility; plans, directs, and oversees all strategic planning and organizational change initiatives, including benchmarking, and business system improvements in pursuit of the utility's overall business objectives; directs the development of programs, policies, and procedures to enable and encourage continuous improvement; plans, directs and oversees the Finance, Information Services (including the IS Governance Committee), Customer Service, Public Affairs and Communications, and Human Resources Departments and the Senior Project Manager; supervises department directors and other personnel as assigned; oversees development and execution of operating and capital budgets within areas of responsibility; oversees the development of rate models, annual financial plans, and comprehensive annual financial reports by the Finance Department; subject to call seven (7) days a week; and performs other essential duties as deemed necessary

**Knowledge, Skills, and Abilities**

Knowledge of principles and practices in various phases of fiscal, planning, reporting, and management.  
Knowledge of supervisory procedures and practices.  
Knowledge of personal computer spreadsheet software programs.  
Knowledge of the principles and practices of Human Resource Management.  
Knowledge of the principles and practices of long-range planning.  
Knowledge of budgeting.  
Knowledge of Customer Information Systems.  
Knowledge of Information Technology and implementation of that technology to improve business processes.  
Knowledge of project management principles and strategies.  
Knowledge of cybersecurity risks best practices.  
Knowledge of computer operations.  
Knowledge of packaged software and web-based solutions.  
Knowledge of technical office systems (examples, Office 365, phone systems, VW ware)  
Ability to learn trust Indenture/bond debt processes.  
Ability to learn government "enterprise" accounting practices and procedures.  
Ability to create and maintain spreadsheet applications using formula functions.  
Ability to understand and perform statistical and advanced accounting computations.  
Ability to develop operational goals within policy guidelines and governing regulations.  
Ability to learn water utility services best practices.  
Ability to evaluate the effectiveness of fiscal programs and activities.  
Ability to communicate at an above-average level, orally and in writing.  
Ability to use Excel, Word & PowerPoint applications.  
Ability to coordinate activities with and through other departments.  
Ability to organize and direct the work activities of others.  
Ability to plan and schedule work activities.  
Ability to lead, motivate, and develop effective teams.  
Ability to research and draw information from various sources, including people, to independently analyze and solve problems or improve processes.  
Ability to learn customer information system (CIS) software.  
Ability to maintain confidentiality.  
Ability to understand IS processes and conversations.  
Ability to think and manage strategically.  
Ability to embrace innovation and apply it in an impactful manner.  
Ability to be forward focused instead of audit focused.  
Ability to use independent judgment with no supervision.  
Skilled in the use of spreadsheet software.  
Skilled in the implementation of strategic plans and information system improvements.  
Skilled in public presentations and ability to effectively make presentations to the CAW Board, public officials, city boards and commissions, neighborhood, and stakeholder groups, etc.

**Minimum Qualifications**

Bachelor's Degree in Human Resources, Business Administration, Management, Public Relations, Information Technology or an equivalent related to the scope of work; PLUS six (6) years of progressively more responsible work experience in a senior or executive role supervising the work of others, or an equivalent combination of education and experience as determined by CAW.

**Preferred Qualifications**

Master's Degree in a field applicable to any of the CAO's responsibilities.

**Special Qualifications**

Must pass a criminal background check.

Must maintain a personal telephone due to subject to call out.

Must be a high performing, innovative, value-driven, informed, and passionate individual.

**Work Conditions**

Works in a heated and cooled typical office environment.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

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Resume and application must be completed, and emailed to [Careers@carkw.com](mailto:Careers@carkw.com) to be considered for the position

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

[www.carkw.com](http://www.carkw.com)

We support diversity, equity, and inclusion in our workplace.



# APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE

STREET ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

BUSINESS PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES  NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED:  FULL-TIME  TEMPORARY  SUMMER  PART TIME

DATE AVAILABLE \_\_\_\_\_ SALARY REQUIREMENTS \$ \_\_\_\_\_

WHERE DID YOU HEAR ABOUT THIS OPENING?  NEWSPAPER  JOB LINE  EMPLOYEE REFERRAL  OTHER \_\_\_\_\_

**\*\*\*LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST\*\*\***

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

\_\_\_\_\_

\_\_\_\_\_

List professional, business or trade licenses held, awards or special recognitions received:

\_\_\_\_\_

\_\_\_\_\_

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

\_\_\_\_\_

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

\_\_\_\_\_

\_\_\_\_\_

\* Do you understand the physical and mental requirements of the job for which you are applying?  Yes  No

\* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes  No If no, please provide an explanation: \_\_\_\_\_

\_\_\_\_\_

\* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, \_\_\_\_\_, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

**I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**EQUAL OPPORTUNITY EMPLOYER**

221 East Capitol Avenue \* PHONE (501) 377-1251 \* LITTLE ROCK, AR 72202

## EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



### Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



### Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
  - PPO – 96% employee premium paid by Utility
  - HDHP- 100% employee premium paid by Utility
- HAS – Utility funded based on HDHP coverage option
- FSA
  - Medical
  - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



### Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



### Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.