

JOB DESCRIPTION

POSITION TITLE: MANAGER

(Exempt employee)

DEFINITION

Under minimal direction, but subject to instruction from the Board of Directors, the Manager manages District operations to provide customers with a safe and reliable water supply; provides professional and technical staff support, and assistance to the Board; coordinates all District activities with federal, state, county, local and private agencies; and performs additional duties as required.

DISTINGUISHING CHARACTERISTICS

The Manager reports directly to the Board of Directors. The Manager's scope of work is highly complex in nature with management responsibility over all units of the District. The Manager directly supervises the work of office personnel and service personnel.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

- Uphold District policies fairly, professionally and responsibly.
- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects;
- Manages the selection, training, and supervision of entire staff;
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws;
- Prepares, evaluates, and implements District budget; develops short and long term financial strategies; prepares Capital Improvement Program;
- Provides legislative direction/advice to Board; works with Board in developing District priorities;
- Implements Board policies and directives and communicates them to the public;
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
- Monitors District infrastructure and rehabilitation; ensures District records are maintained;
- Develops, implements, and monitors programs/projects for emergency and disaster recovery;
- Works with staff to resolve customer complaints;
- Develops, monitors, evaluates, and reclaims water possibilities; benchmarks other agencies on new technologies;
- Develops a schedule to read meters regularly to insure bills for water sold are delivered to the respective users in a timely manner.
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.
- Keeps daily log book documenting and highlighting activities.
- Keeps a detailed expense report
- Performs an annual written evaluation of all employees due to the Board of Directors no later than the second Tuesday of May.

MINIMUM QUALIFICATIONS

Possess a valid certification equal to or greater than the classification of the treatment facility and distribution system.

Education Requirements:

High School diploma or equivalent.

Knowledge of:

- Day-to-day maintenance, operations, structure, and function of water distribution systems
- Budget development, analysis, and financial strategies
- Long-range planning
- Regulatory and legal requirements of a water district
- Technology related to water resource and business management
- Mathematics, science, and chemistry

Ability to:

- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public
- Supervise, motivate, inspect and evaluate the work of employees and outside contractors
- Work in extreme temperature, both hot and cold.

Skill In:

- Thinking through complex issues and recommending sound alternatives and solutions
- Water resource and conservation management
- Principles and practices of business management
- Verbal and written communication
- Multitasking