**Organization:** Arrowbear Park County Water District

**Job Title:** General Manager

**Job Description:**

The General Manager is responsible for the effective management and administration of all aspects of the District's Water Treatment and Distribution, Wastewater Collections, volunteer Fire Department, and business operations. Administrative and management responsibilities include the following: personnel management, budgeting, planning, grant submission, report writing, public relations, implementing and enforcing District policies and procedures, regulatory compliance, and other duties as assigned.

The General Manager reports to a five-member, elected Board of Directors, and is tasked with implementing the Board's directives. The General Manager attends Board meetings and is responsible for planning short, medium, and long-term projects and makes appropriate reports and recommendations to ensure the entire organization operates at the highest practical level of efficiency. Additional duties include facilitating constructive and harmonious Board relations and communicating the goals and objectives of the Board to the community. The ideal candidate should be willing to live within the Arrowbear/Mountains community and be a self-confident, hands-on, working leader, strategic thinker, consensus builder, business manager, and good communicator.

**Minimum Qualifications:**

* At least 3 years of management experience, preferably in water and wastewater utilities.
* Demonstrated experience managing water system operations including water supply, water distribution, water quality, regulatory compliance, customer service, budgeting, planning, financial reporting, and community relations.
* Extensive computer and accounting software skills and the ability to participate in audits and follow standard office business practices.
* A demonstrated knowledge of and the ability to produce the following work products: detailed budgets, financial analysis and reports, segregated fund accounting, master plan and budget forecasts, asset controls, and invoices.
* Demonstrated and proven leadership ability with professional inter-personal skills, highly motivated, and fair and honest in all aspects of work.
* Effective oral and written communication skills.
* Valid California drivers’ license.
* Legal right to work in the United States.
* Work environment may include standing, walking, bending, pulling and/or pushing, grasping, lifting, reaching, stooping and crouching, operating construction equipment, color determination, typing, sitting, reading, speaking, and listening.

**Desired Qualifications:**

* Experience with public special districts.
* Experience in coordination and consensus building among a variety of agencies.
* Expertise in water and wastewater planning and operations, project contract management, and regulatory and environmental compliance.
* Organization leadership and financial control experience.
* Knowledge of California water supply policy and legal issues.
* Certification in Water Distribution and/or Treatment and/or Wastewater Collections.
* Bachelor's Degree in Business Administration, Business Management, Engineering, or related discipline is highly desirable.

**Salary and Benefits:**

* Salary range: 105,332 – 159,144 DOQ
* Benefits: The position includes a generous medical and retirement benefits package.

**Filing Deadline:**

* Open until filled.

**Application Process:**

Applications are available for download at arrowbearwater.org. Candidates must submit an application, detailed cover letter, and resume to craigcarpenter2365@gmail.com.

Candidates moving forward in the recruitment process may be asked to complete a supplemental questionnaire, and/or a skills and aptitude test prior to interviewing with the Board. Employment may be contingent on successful completion of a pre-employment drug screen, physical, background check, and DMV record review.

**Contact:**

Arrowbear Park County Water District

2365 Fir Dr. – P.O. Box 4045

Arrowbear Lake, CA 92382-4045

(909) 867-2704

[apcwd@gmail.com](mailto:apcwd@gmail.com)

arrowbearwater.org