



Job Title: General Manager
Status: Exempt
Salary Grade: Contract
Reports To: Board of Commissioners

JOB SUMMARY:

The general manager is responsible for carrying out the Board of Commissioner's' policies, directing all operations, controlling expenditures, and overseeing all programs and activities of the district.

REPORTING RELATIONSHIPS:

This position reports to the Board of Commissioners and directly supervises the operations, engineering, and finance department heads as well as the Executive Assistant/HR Administrator.

RESPONSIBILITIES AND DUTIES:

- Serves as the Chief Executive Officer of the District;
- Provides leadership and management including planning, goal setting, and evaluating district effectiveness in cooperation with the Board of Commissioners;
- Provides full charge and control over construction, maintenance, and operation of the water and wastewater systems;
- Prepares, recommends, and administers the annual budget including salaries, maintenance, and capital projects for Board approval;
- Employs, disciplines, and discharges employees;
- Recommends policies, procedures, and plans to the Board of Commissioners; conducts directives and policies;
- Provides legislative review and advocacy on federal, state, and local issues affecting operations;
- Maintains a close working relationship with the Board of Commissioners, and oversees the preparation of board meeting agendas and material;
- Represents the District in matters involving federal, state, and local regulatory agencies;
- Assures compliance with Washington State Department of Health and Ecology and all related laws regarding water and wastewater systems, as well as district policies, specifications, requirements and practices;
- Serves as a public liaison to the public, civic, regulatory or advocacy groups;
- Represents the district on regional and state committees, work groups, and at various meetings.
- Projects an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.
- Responds to emergencies which may require being on-call 24 hours/day.
- Other duties as required or assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, skill, and ability in:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
- Communication, both written and oral, and people skills as applied to interaction with individuals or groups including but not limited to employees, department heads, managers, the Board of Commissioners, government agencies, contractors, developers, and other service providers, as well as the public, sufficient to exchange or convey information and to receive work direction.

- Principles and practices of financial planning, budgeting, expenditure control, and reporting, and long and short-term capital funding;
- Principles and practices of water and wastewater utility cost-of-service and ratemaking;
- Principles of supervision and personnel management, including public sector employment law, providing training, mentoring, coaching, etc.
- Leadership traits such as setting priorities, decision making, delegating, facilitating and conducting large and small meetings;
- Laws, regulations, and processes governing special purpose districts as well as water and wastewater systems; interpretation and implementation of required laws, regulations, and processes;
- Intergovernmental relations; providing testimony at public hearings;
- Principles and practices of planning, analyzing, and developing sound business recommendations;
- Management and operation of a public water and wastewater district;
- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities or capital projects;
- Contract development, negotiation, implantation, and administration;
- Information technology tools, applications, and programs related to the security, management, and operation of water and wastewater systems;
- Safety and emergency management regulations and programs;
- Desktop computer operation and standard applications software;
- Public and media relations; giving public presentations;

Experience/Education:

Any combination of training and experience that provides the required knowledge, skill, and ability necessary to perform the functions of the position.

A typical way to obtain the requisite knowledge, skill, and ability would be a bachelor or master's degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, or closely related field. Ten years of increasingly responsible and broad experience in engineering, administration, or management in private or public (preferred) agency; preference for experience in water or wastewater management fields. Background should include experience working with elected board, city council, or similar body, and responsibility for planning, development and implementation of programs, budgets, and operations.

Certifications:

- First Aid and CPR
- Federal Emergency Management Agency - Incident Command Systems 100, 200, & 700 or ability to obtain within six months of employment.

Licensing Requirements:

- Washington State Department of Health Water Distribution Manager III Certification or ability to obtain within one year of employment.
- Washington State Driver's License or ability to obtain within six months of employment.

Work Environment:

Duties are performed primarily in an office environment or in the field with occasional travel to meetings and projects. Work can involve sitting for extended periods of time while utilizing standard office equipment and computers. This position is subject to 24-hour response during emergencies, with a preferred ability to remain within 45-minutes travel time to the District's boundaries.

Physical Demands:

This position typically requires reaching, standing, walking, pushing, grasping, finger dexterity, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

Employee Acknowledgement

Nothing in this job description restricts the District's right to assign or reassign duties and responsibilities to this job at any time. The District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

I have reviewed this document and understand the responsibilities of this position and acknowledge this job description does not establish a contract for employment and is subject to change at the discretion of the District at any time.

Employee Signature

Date