



Manchester
WATER DISTRICT

MANCHESTER, WASHINGTON

GENERAL MANAGER

\$108,500 - \$155,000

Plus Excellent Benefits

Apply by

March 26, 2023

(First Review, Open Until Filled)

PROTHMAN



THE REGION



The Manchester Water District is headquartered in unincorporated southeast Kitsap County, Washington. Kitsap County is located on the Kitsap Peninsula in the south-central Puget Sound, directly across the

water from Seattle. The community of Manchester sits on the waterfront west of Blake Island and is accessible by highway or the Southworth Ferry which docks a short drive south. Manchester’s residents enjoy stunning views of the Puget Sound, Mount Rainier and the Seattle skyline. The Port of Manchester, which the District works close with, maintains public docks where boaters can tie-up, and the local beaches are a popular destination for families.

Kitsap County’s 270,000 residents and visitors enjoy nearly 300 miles of scenic saltwater coastline, and many friendly, unique, laid-back communities. The County’s largest city, Bremerton, is home to 41,000 residents, and serves as the urban center for the Bremerton-Silverdale Metropolitan Area. To the south of Bremerton, and southwest of Manchester, the City of Port Orchard is located on the Sinclair Inlet of the Puget Sound and is home to 14,734 residents. As a waterfront community, the City offers numerous marinas that provide all who visit with convenient accommodations and a downtown corridor known for fantastic shopping, museums, entertainment, galleries, and dining. Bordering the eastern edge of Kitsap County, Bainbridge Island is just 35 minutes from downtown Seattle via ferry, and is a vibrant, diverse community. The island’s 41,000 residents enjoy a rich history, an eclectic mix of farms, wineries, multiple parks, numerous hiking trails, golf courses, museums, local arts, and many community events hosted year-round.



THE ORGANIZATION & POSITION

The Manchester Water District was formed in 1942 and has grown to serve approximately 3,400 individual accounts and a population just under 10,000. The District is a potable water only utility governed by a three-member Board of Commissioners (Board). The District service territory is in unincorporated southeast Kitsap County and serves the communities of Manchester, Colby, Harper, and Southworth.

The customer base is more than 90-percent single family residential. District assets include over 40 miles of water main, nine water wells, five reservoirs, and approximately 370 public and private fire hydrants. The District has an administrative office in the Manchester Village, and a separate Field Operations Complex that includes a Field Office building and 4,300 square foot workshop and fleet storage building.

The District General Manager oversees daily operations of the system and personnel including five Service Technicians, an Accounting Manager and Customer Service Representative. For FY 2023, the District projects annual revenue of just over \$3,000,000, including \$1,194,036 in reserve carried over from FY 2022. The District’s revenue is almost entirely from rates and meter sales. The General Manager provides financial reports to the Board at monthly meetings held at the District Field Operations Complex.

In addition to the water utility, Manchester Water District also serves as a public point of contact for The Port of Manchester (Port) located next to the administrative office. The Port owns and operates a boat launch facility and pocket park on the western shore of Puget Sound. Through an interlocal agreement, Manchester Water District performs basic administrative tasks, occasional emergency repairs, and serves the boating public. The Port is governed by a three-member Commission. With an annual budget of less than \$200,000, the Port has no paid employees. Tasks such as restroom maintenance, landscaping, and parking lot sweeping are all done by contractors.

The District also supports numerous community events through volunteerism, such as an annual salmon bake for the community library and a summer celebration for craft fair for local residents.

OPPORTUNITIES & CHALLENGES

1. The General Manager will maintain a positive image for the overall Manchester community, which is accustomed to the District's support whenever possible. The Manchester Water District is seen as a key part of what makes Manchester a charming community. That community focus and awareness by the District of Manchester's needs is central to the District's success.

2. The incoming Manager will continue to take a conservative approach protecting the water resources, environment and fiscal assets of the District and the residents of Manchester. This will require keeping rate revenue balanced through annual reviews of the rate structure, Capital Improvement plans, and operating expenses to support the Districts "Best Practice" of annual rate adjustments.

3. Currently the Manchester Water District is meeting all requirements of the regulatory agencies it reports to. The new General Manager will be relied upon to maintain regulatory compliance.

EDUCATION & EXPERIENCE

- A related college degree is desired, however a candidate who demonstrates success running a water or similar utility will be of interest and considered regardless of a relevant college degree.
- The preferred General Manager will be accustomed to successfully working both in the office and in the field, depending on the priorities of the day.
- The ideal candidate will have good communication and people skills, and have leadership and management experience in a similar organization.

The Manchester Water District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 26, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "Manchester Water District, WA – General Manager", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

COMPENSATION & BENEFITS

- **\$108,500 - \$155,000 DOQ**
- Healthcare through Washington HCA. \$1,262 per month HCA healthcare contribution.
- Washington PERS.
- 13 paid holidays per year.
- Annual leave accrual of up to 4-weeks per year.
- Sick leave accrual of 12 days per year.
- Tuition assistance upon approval by the Board of Commissioners.
- COLA.
- Deferred Compensation Plan available.



**For more information on
the Manchester Water District,
please visit:**

www.manchesterwater.org



www.prothman.com

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