

## **Job Description**

**Job Title: General Manager**  
**Division: Administration**

**Classification: 8**  
**FLSA Status: Exempt**

### **General Summary:**

Overall responsibility for managing and directing the operation of the District to ensure compliance with state statutes, District goals, policies, resolutions and applicable governmental regulations to support high quality, cost-effective and dependable water and sewer service. Implements Board of Commissioners adopted policies and procedures.

### **Reporting Relationships:**

This position reports to the Board of Commissioners. This position supervises the Operations Manager, Office Supervisor, Financial Administrator and Developer Extension Administrator.

### **Essential Duties and Responsibilities:**

- Directs, manages and coordinates District operations, staff, facilities, programs, projects and planning of existing and future services.
- Coordinates and oversees the activities of the District's consultants, engineers, attorneys and financial advisors.
- Signs District contracts and agreements which do not require specific signatures of the Board of Commissioners.
- Oversees and implements financial controls and reporting requirements.
- Supervises and coordinates the preparation and presentation of the annual District budget, including capital and extraordinary expenditures.
- Coordinates annual review of employee benefits and compensation. Prepares recommendation to Board of Commissioners for annual medical cost allotment, employee step increases and employee merit and COLA increases. (Merit increases will be presented as a lump sum percentage/dollar amount and when approved by the Board, will be disbursed to employees as determined by the General Manager).
- Provides final approval of personnel actions; including hiring of new employees, formal disciplinary actions, and separations (changes in personnel classifications subject to Board approval).
- Identifies and communicates to the Board all District needs for repairs, replacements and capital improvements.
- Directs development and implementation of short and long term plans for maintenance and operations
- Directly manages office staff; oversees all personnel administration.
- Reviews and makes recommendations concerning rate revisions and bond refinancing.
- Coordinates and directs preparation of the water and sewer system Comprehensive Plan.
- Conducts and oversees public relations.
- Attends District Board Meetings and provides information and recommendations to the Board of Commissioners
- Represents the District on interagency issues, both agency to agency and agency association levels.
- Ensures that emergency preparedness plans, activities, procedures and drills are established and practiced in order to support delivery of critical resources in the event of an emergency or disaster.
- Resolves escalated customer issues as necessary.
- Performs other duties as needed or assigned by the Board of Commissioners

### **MINIMUM QUALIFICATIONS REQUIRED:**

#### **General knowledge of:**

- Principles and practices of management, design, construction and operation of a public water/sewer district;
- Public finance;
- Organization, rules, regulations and processes of regulatory agencies;
- Project management and controls;
- Fiscal and budget principals, practices, and procedures;
- Human resources and organizational management; and

- Federal, state, and local laws, regulations, ordinances, policies, procedures, and practices related to water and sewer operations

**Ability to:**

- Make critical decisions involving work assignments, staffing priorities, objectives and District operations;
- Interpret and apply District policies and procedures;
- Supervise and evaluate management, professional, and administrative staff;
- Train and develop competent employees;
- Comprehend construction plans, specifications and maps;
- Negotiate contracts;
- Build and maintain strong, positive working relationships with Board of Commission, District staff, and other agencies;
- Provide testimony at public hearings and trials;
- Make effective public presentations;
- Efficiently use computer and related software applications;
- Establish and maintain effective working relationships with consultants and staff at all organizational levels, District customers and the public.
- Understand and follow verbal and written directions.
- Communicate effectively, both orally and in writing

**Minimum Experience/Education:** Requires a Bachelor's degree in business, engineering or related field and 10 years experience in a senior management role in public works. Valid Washington State driver's license and Water Distribution Manager 2 certification required (or must obtain within 1 year of hire date).

**Physical Requirements:** This job typically requires sitting, balancing, reaching, standing, walking (including construction sites), driving automobiles, speaking, listening, writing, reading and computer utilization.

**Work Environment:** Duties are performed in an office environment with frequent travel to meetings, conferences and to District facilities and construction projects.

**Evaluation:** The General Manager will be evaluated annually by the Board of Commissioners.

**Other:** The General Manager serves at the discretion of the Board of Commissioners. Unless agreed upon in a written contract approved by the Board of Commissioners, employment with the District is "at will."

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.