



## **JOB DESCRIPTION**

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**TITLE:** General Manager  
**STATUS:** Executive Contract/Non-Union/FLSA Exempt  
**SALARY:** \$125,000 - \$170,000 per year

### **JOB SUMMARY:**

The General Manager is the Chief Executive Officer of the District responsible for carrying out the Board of Commissioner's policies, directing all operations, controlling expenditures, and overseeing all programs and activities of the District.

### **ESSENTIAL DUTIES:**

- Serves as Chief Executive Officer of the District;
- Provides leadership and management including planning, goal setting, and evaluating District effectiveness in cooperation with the District Board of Commissioners;
- Provides full charge and control over construction, maintenance and operation of the water and wastewater system; ensures the training needs and requirements are met;
- Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects;
- Maintains full power and authority to employ, discipline, and discharge employees.
- Directly supervises District's Department Heads in the areas of Finance, Engineering, Maintenance and Operations, and Administrative Services;
- Provides legislative review and advocacy on Federal, State, or local issues affecting District operations;
- Maintains a close working relationship with the Board of Commissioners, and oversees the preparation of bi-weekly Board meeting agendas and preparation material.
- Represents the District in matters involving Federal, State, and local regulatory agencies and the media;
- Provides public liaison to the general public, civic, regulatory or advocacy groups;
- Oversees, participates in the negotiation of, recommends board approval, and administers various contracts related to District business, including the collective bargaining agreement;
- 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;
- Develops, implements, and trains staff on the District's Security and Emergency Management policies and programs; and
- Other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skill, and Ability in:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
- Principles and practices of financial planning, budgeting, expenditure control, reporting, bond issuances, 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, implementation, and administration;
- Labor/employee relations, conflict resolution, facilitation, and mediation;
- 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;
- Security assessment, plan development, and implementation; and
- Communication, both written and oral, and interpersonal 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 general public, sufficient to exchange or convey information and to receive work direction.

#### **Experience/Education:**

Any combination of training and experience that provides the required knowledge and abilities necessary to perform the functions of the position. A typical way to obtain the requisite knowledge and abilities would be a bachelor or masters (preferred) degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Construction Management or closely related field. Ten years of increasingly responsible and broad experience in engineering, administration, or management in a 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.

#### **Physical Requirements:**

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.

This position typically requires the ability to operate a motor vehicle and a variety of office equipment.

*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.*

Revised: August 9, 2011  
Approved: September 26, 2011