

## **JOB DESCRIPTION**

**TITLE:** GENERAL MANAGER  
**DEPARTMENT:** ADMINISTRATION

### **I. DESCRIPTION OF WORK**

#### **A. General Statement of Duties**

Performs highly responsible management and supervisory duties relative to the safe and efficient operation of the North Garland County Regional Water District.

#### **B. Supervision Received**

Works under the general guidance and direction of the Board of Directors.

#### **C. Supervision Exercised**

Exercises immediate to general supervision over all employees of the District, either directly or through assigned supervisors.

#### **D. Distinguishing Features**

The individual in this position will have administrative and operative responsibility for general administration, customer service, water production and distribution.

### **II. EXAMPLES OF DUTIES**

*(Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in positions of this class.)*

Plans and directs all phases of the operation of the District within legal and regulatory guidelines; coordinates with governmental agencies, consultants and private firms on matters involving the District; prepares annual budget and approves expenditures; establishes and implements all procedures and policies to ensure safe and efficient operations; supervises, either directly or through assigned supervisors, all personnel regarding employment, training, performance appraisals, promotions, discharges, etc.; supervises the use and maintenance of all facilities; ensures operational safety and security; approves procurement of supplies; performs related work as required.

### **III. MINIMUM QUALIFICATIONS**

#### **A. Required Knowledge, Skills & Abilities**

Extensive knowledge of general management principles and practices; extensive specific knowledge of water utility management; considerable knowledge of budgetary and purchasing procedures; considerable knowledge of effective personnel policies and practices; ability to formulate and maintain administrative policies and procedures; ability to motivate, communicate and supervise; ability to communicate effectively with the general public, state and federal agencies; ability to maintain comprehensive records and to prepare and present related reports.

#### **B. Experience**

At least five years' progressively responsible experience (including managerial) in water utility operations and management.

#### **C. Substitution**

Any equivalent combination of education and experience.

#### **D. Necessary Special Requirements**

Must a Class IV Water Distribution License, Class IV Water Treatment License, and must possess a valid driver's license and a clean driving record.