DEFINITION

Under policy direction of the Board of Directors, performs high level administrative, technical, and professional work in leading, directing, and supervising the administration of District business and functions; performs related work as assigned.

CLASS CHARACTERISTICS

This position has overall responsibility for District policy development and activities, including water resources planning, water distribution, wastewater collection, treatment, disposal, and reclamation, fiscal management, administration, engineering, human resources, and overall operation of District functions and programs. The position is responsible for accomplishing District goals and objectives, advising and providing recommendations to the Board, and for implementing the policies of the Board on an ongoing basis.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs through staff all work of the District; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the District; develops and implements long and short-range plans to ensure attainment of District objectives;
- Works closely with the Board of Directors, organizations, and appropriate federal and state agencies regarding District programs; advises the Board on issues and programs; prepares and recommends specific long-range plans and action proposals to the Board; coordinates the preparation and presentation of various agendas, reports, and written materials;
- Makes final interpretations of District regulations and ordinances, codes, and applicable laws;
- Directs the preparation and administration of the annual budget for the District;
- Represents the Board and the District in contacts with various governmental agencies; community groups; and business, professional, and other organizations; directs the public relations and communications policies of the District;
- Directs the development and implementation of management systems, procedures, and standards on a District-wide basis; ensures that the District is in compliance with all contractual and legal requirements regarding water supply and wastewater treatment and reclamation;
- Reviews and approves all District contracts; may negotiate contract terms;
- Directs the selection, supervision, and work evaluation of District staff; develops, monitors, and implements employee relations and staff development activities; plans, organizes, and directs through subordinate supervisors the work of District staff and coordinates the work with outside agencies, contractors, and consultants;
• Acts as the District Employee Relations Officer; meets and confers with employees for wages, benefits, and other working conditions; prescribes the duties of employees; and fixes and alters employee’s compensation pursuant to Board policy;
• Directs the preparation and examination of public and private engineering plans, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance projects;
• Holds regular management meetings to communicate expectations, receive feedback, resolve problems, discuss issues, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
• Administrative principles and practices including goal setting and program and budget development and implementation;
• Principles and practices of employee supervision;
• Water resources management principles and practices;
• Wastewater collection, treatment, disposal, and reclamation principles, methods, and facilities management;
• Applicable laws and regulations affecting District administration;
• Funding sources impacting service and program development;
• Principles and practices of construction and service contract negotiation and administration.

Ability to:
• Plan, organize, administer, and coordinate a variety of services and programs;
• Select, motivate, and evaluate staff and provide for their professional development;
• Develop and implement goals, objectives, policies, procedures, work standards, and internal controls;
• Analyze complex administrative problems, evaluate alternatives, and adopt effective courses of action;
• Prepare clear and concise reports, correspondence, and other written materials;
• Establish and maintain effective working relationships with the Board of Directors, District staff; members of local, state, and federal organizations; and representatives of the community;
• Exercise sound, independent judgment within general policy guidelines;
• Operate programs within allocated budgets;
• Respond to emergency and problem situations in an effective manner;
• Develop comprehensive plans to meet future District needs/services.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: Bachelor’s degree from an accredited four year college or university in civil engineering, public administration, business administration, or a related field, and ten years’ experience in water
production and distribution, and/or wastewater collection, treatment, disposal and/or reclamation, including five years in a managerial role. Experience working with an elected Board or commission is highly desirable.

**Licenses, Certificates, and Special Requirements**

- None required; however, position-related certificates and licenses will be noted.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color, and peripheral vision; depth perception; and the ability to adjust focus.

Most work is performed in an office setting. In the field, there is occasionally sufficient noise to cause employees to shout in order to be heard above the ambient noise level.

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I have reviewed this Job Description with my Supervisor and agree with its contents.

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The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.