

RAE WATER & SEWER DISTRICT POSITION DESCRIPTION

July 2022

POSITION: District Manager

DEPARTMENT: RAE Water & Sewer District

ACCOUNTABLE TO: Board of Directors

SUMMARY OF WORK: Supervise personnel of the District, planning and implementing annual budget, oversee maintenance and upkeep of the District's infrastructure. Prepare written and oral presentations for the Board of Directors. Professional working relations with the public, engineering organizations, State of Montana, Montana Department of Environmental Quality, and local officials.

JOB CHARACTERISTICS:

Nature of Work: This position performs managerial duties requiring attention to accuracy, timeliness, and adherence to regulations. Position serves as liaison between the District and the community. Maintains confidentiality of sensitive information. Attends monthly meetings. Position often works independently.

Personal Contacts: Manager has daily contact with walk-in customers and contact with public by telephone; frequent contact with other agency employees. Position works with local engineering consulting firms, city/county commissions, state agencies, and rural water districts.

Supervision Received: Monthly or as needed, Board of Directors.

Essential Functions: Position requires ability to: prepare budgets and financial reports; understand laws, policies, and procedures applying to public utilities; supervise other District personnel; communicate orally and in writing; maintain records; assist in the collection of fees.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Prepare annual budget that reflects the financial direction of the District as communicated by the Board of Directors. Ensure the accuracy of all financial records and reports. Maximize internal controls for financial responsibility. Familiar with Montana Codes Annotated as they apply to public utilities. Understands the functions of Ordinances, Resolutions, Contracts and Agreements as they relate to the internal workings of the district.

Provide leadership by example to the staff by setting high standards of performance and conduct. Prepare or review job descriptions and compensation packages for all personnel as needed. Conduct training of staff. Monitor compliance with local, state, and federal labor laws.

Responsibility to the Board of Directors includes reporting the District's operational and financial condition to the Board on a monthly basis. Understand the legal and practical implications of existing policy and efficiently utilize legal counsel. Recognize management

problems and initiate policy to eliminate & avoid problems. Guide the Board in the understanding of problems and practicality of utilizing proposed solutions to problems.

Public relations includes understanding the needs of users in the District, providing timely information to the Board and the public, consistently interpreting and enforcing policy, and effectively communicating on all levels.

Maintain systems operations. Understand the physical system, initiate and enforce codes and specifications, monitor system design criteria and demands, anticipate growth needs and project improvements, initiate and monitor preventive and routine procedures.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of basic public utility practices and resources; knowledge of federal, state, and local laws and procedures; knowledge of the roles and responsibilities of a board of directors.

Skills: This position requires skills in personnel management, fiscal and financial responsibility, implementation of policies and procedures established by a board of directors, and system operations control.

Abilities: This position requires the ability to: work independently; be organized; be self motivated; prioritize tasks; maintain confidentiality; maintain accurate records; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, board of directors, regulatory officials, engineering firms, contractors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma.
- A college degree in Chemistry, Microbiology or a related field.
- Possess or ability to obtain a Montana Certificate of Operator-In-Training.
- Experience in writing or administering grants.
- Public entity experience is helpful.
- Previous experience collaborating with engineering consultants helpful.