

## Skyway Water and Sewer District

### J O B   D E S C R I P T I O N

Job Title:       **GENERAL MANAGER**  
Reports To:     Board of Commissioners

The position of General Manager is a full-time management position, which is not exempt from overtime requirements. The General Manager may be called back to work before or after normal work hours and/or scheduled days off.

#### Major Function and Purpose

The General Manager provides leadership and direction to the District's managers and staff members. He/she guides overall District operations and provides advice and counsel to the Board of Commissioners regarding management options. The General Manager implements policies adopted by the Board of Commissioners.

#### General Function

The position of General Manager is extremely diverse and specialized. He/she is required to exercise independent judgment, initiative and discretion based upon knowledge of field operations and administrative policies, as well as a thorough understanding of the specific performance required of staff and consultants. Community relations activities are integral to this position and the ability to interact well with others is essential.

#### Supervision Responsibilities

The General Manager supervises the activities of all District personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to: oversee and assign priorities and specific tasks, direct work activities, review performed work and instruct and train subordinate managers and staff.

#### Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Board of Commissioners. Specific duties and responsibilities include, but are not limited to:

- o Management of District activities related to operation, production, transmission, supply, maintenance and planning, ensuring that all District systems are in working condition and meet all federal, state and local standards and requirements.
- o Consultation with the Board of Commissioners regarding developments and problems within the District operations and certain necessary or beneficial measures for consideration.
- o Coordinating and directing the overall activities of finance, engineering, legal and other consultants.
- o Supervising District staff and making recommendations to the Board of Commissioners regarding employee and human resource matters (i.e. hiring, promoting, disciplining, etc.)

- o All aspects of District's financial management, including accounts receivable and payable, payroll processing, cash flow and investment management.
- o Attending Board of Commissioners meetings and other meetings pertaining to the business operations of the District
- o Preparation of agenda, minutes and selected materials for Board of Commissioner meetings.
- o Providing assistance to the State Auditor during annual audits and to the District's CPA during preparing the annual financial statement.
- o Maintenance of a solid and positive relationship between the community, the District and professional associations.
- o Review of Certificates of Water and Sewer Availability and water and sewer connection charges.
- o Review of developer extension applications and various project plans and specifications.

#### Knowledge, Skills and Abilities

The General Manager is required to have extensive knowledge in the areas of public administration and finance. He/she is required to have strong leadership, management, supervisory and communication skills; a thorough command of management policies and methods and the capacity to make decisions and act independently.

The General Manager must have proficient knowledge in the use of computers and various software and internet applications, including accounting, utility billing, spreadsheets, word processing and data bases.

Knowledge of budgeting, bookkeeping and accounting is crucial to performance of this position. The ability to present proposals, recommendations or concepts in clear and concise written communication is also crucial.

In addition, the General Manager must possess a working knowledge of water production and distribution and sewer collection systems, as well as familiarity with the various intergovernmental entities and relationships involved in the operation, maintenance and planning for these systems.

An ability to establish and maintain professional, courteous, cordial and cooperative relations with elected officials, employees and the general public is imperative.

The General Manager must be willing to complete ongoing and continuing education as it relates to water and sewer systems, safety, regulation compliances, interlocal contracts and agreements and various "good of the District" management issues.

#### Working Conditions

The General Manager's work is primarily performed in the District office. Close and constant work with computers exposes the individual to normal emissions from the computer monitor. The work area can be noisy at times.

#### Contacts and Relationships

The District General Manager has frequent contact with the Board of Commissioners, office personnel, field personnel, the District's attorney, engineers, consultants and auditors, customers, King County Finance Office, other utilities, state, county and local agencies, the Water/Sewer Risk Management Pool, vendors, contractors and suppliers. The contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities and to solve and negotiate solutions to problems. Communication may be either by telephone, in person, or in writing.

#### Physical Requirements

Close vision and hand-eye coordination are essential for performance of the administrative functions of this position

#### Minimum Qualifications

- o Must be at least 21 years of age at time of employment.
- o Must be a United States Citizen or qualified to hold employment in the United States.
- o Must be able to read, write and speak English fluently.
- o Must hold Undergraduate Degree in Business Administration, Public Administration, Accounting or other related field.
- o Employment history demonstrating five years management and supervisory experience and familiarity with water distribution/sewer collection.
- o Must possess computer experience, working with word-processing, spreadsheet, database software and applications.

#### Desirable Qualifications

- o Graduate Degree in Public Administration or other related field desirable.
- o Strong team orientation, organizational and multiple priority management skills.
- o Demonstrated communication skills and ability to interact well with others
- o First Aid/CPR and other required certifications
- o The District has a non-smoking work environment. The applicant should be a non-user of tobacco products at the time of employment and should continue during the tenure of employment.

#### Experience and Training

Any combination of education, experience and training that yields the desired skills, knowledge and abilities required to perform the duties of this position. Alternatives welcome.

This job description does not constitute an employment agreement between the District and employee and is subject to change as the needs of the District and requirements of the job change.

*Skyway Water and Sewer District is an Equal Opportunity Employer*