

KING COUNTY WATER DISTRICT No. 90
JOB DESCRIPTION

January 2012

TITLE: **General Manager**

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DEPARTMENT: Various

REPORT TO: Board of Commissioners

SUPERVISES: Office Staff and Field Crew

SALARY RANGE: Contract



DEFINITION: Chief Executive Officer for the District directly accountable to a three member Board of Commissioners; responsible for administration and implementation of Board approved policies, procedures, goals and objectives; plans, organizes, directs and coordinates the overall activities of District employees; coordinates with other water district representatives, governmental agencies, public and private sector groups and individuals.

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

Establish policies, procedures, and performance standards to assure efficient and accurate budget and review all activities in compliance with District guidelines, goals and objectives. Assure the legality and accuracy of the operating and capital budgets.

Oversee budgets and research operations to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed. Establish goals and objectives for all division activities.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conduct performance evaluations and initiates and implements disciplinary actions as warranted. Resolve grievances and other personnel matters. Provide training and motivation to make full use of individual capabilities.

Work with representatives of other cities and districts, other governmental agencies, private developers and consultants, neighborhood and other citizens groups to develop strategies, plan activities, coordinate efforts and resolve issues and problems.

Supervise staff responsible for operating the water system in a safe, cost effective manner. Effectively delegate appropriate responsibilities and ensures that responsibilities are carried out. Develop professional skills of staff consistent with the District's needs and capabilities of employees. Defines needed services, hires and supervises outside legal, financial, engineering, environmental and related consultant expertise.

Oversee the development and implementation of administrative procedures which govern the day-to-day processes of accounting, billing and related office activities. Evaluate the economic and fiscal impacts of proposed capital facility additions on the District and its customers. Review budget and investment programs for Board's approval; conducts cost/benefit analysis and prepares necessary reports. Research and interprets statutes, laws, administrative rules, etc.

Develops for Board approval all policies and procedures regarding water resources, facilities operation and expansion, inter-jurisdictional relations and agreements, and fiscal and personnel management. Evaluates and prepares alternative recommendations.

Management of water resources including the science of watersheds, the impact of land use activities and urban development on water quality, regulatory obligations, and the relationship to public health and facilities costs. Develops necessary information with recommendations on needed capital improvements, selection and supervision of consultants and contractors; evaluates fiscal impacts of projects.

Manages and coordinates the preparation of comprehensive planning including the development and monitoring of various District operating and capital plans and budgets. Oversee the District budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Works under the general direction of the Board of Commissioners, work is performed with considerable independent judgment and decision-making subject to general guidelines directed by the Commissioners. Work is reviewed through periodic conferences based on the overall effectiveness of functions assigned and results achieved.

OTHER JOB FUNCTIONS

Oversees the design and implementation of the annual budget planning process; reviews and analyzes department budget requests; develops and implements policies and procedures governing execution of the annual operating budget; prepares and presents periodic reports regarding individual department and overall District financial status; presents the District proposed annual operating budget to the Board of Commissioners.

WORKING CONDITIONS:

Duties are primarily performed in an office environment. Also requires traveling to meetings, conferences, and work sites where employee may be exposed to physical hazards from large construction equipment, noise, traffic and varying weather conditions.

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QUALIFICATIONS:

Education, training and experience equivalent to a Baccalaureate degree in business, public administration; or science. Progressively responsible, successful managerial experience (beyond foreman level) including: policy formulation, water resource, capital improvement programs, personnel management, facilities operation, budget/fiscal administration, and public community relations.

Excellent communication skills; computer literate; keep abreast of technology, trends, legislation, etc. impacting this field.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Water Distribution Manager 3
Valid driver's license