

# SOMERVELL COUNTY WATER DISTRICT

## JOB DESCRIPTION

### **JOB TITLE: GENERAL MANAGER**

Reports To: SCWD Board of Directors

Hours: On call 24 hours/day

FSLA Status: Exempt

Salary: Commensurate with skills and experience

### **POSITION SUMMARY:**

The position is responsible and accountable to the Somervell County Water District Board of Directors for the administration, operation and maintenance of the district. The General Manager serves as the Chief Operating Officer of the Water District, responsible for strategic planning, policy development, operational oversight, and financial stewardship. The role includes leadership of all district operations, ensuring compliance with state and federal regulations, and maintaining high-quality, cost-effective water services.

### **SUMMARY OF DUTIES:**

- Write, develop, and continually maintain District policies with approval of the Board of Directors in accordance with current laws and legislation. These policies include but not limited to District By-laws, Procurement Policy, Service Policy, Water Conservation Plan, Personnel Policy, Investment Policy, Parks Policy, Dam Operation Policy, and Emergency Action Plan
- Calculate annual M&O and I&S tax rates to ensure that that annual tax revenue is sufficient to cover the district's projected Annual Operating and Debt Service budgets.
- Prepare Annual Budget and present to Board of Directors for approval. Maintain all district files and records including but not limited to operational and maintenance records, service and development policy, inter-local agreements, easements, contracts with consultants/contractors or other third parties, minutes of Board meetings etc.
- Act as the primary point of contact between the district and regulatory agencies, local governments, consultants, contractors and other third parties.
- Ensure that the district is operated in accordance with state and federal laws and regulations.
- Preparation and presentation of monthly Board meeting Agenda, resolution language, and board reports to the Board of Directors concerning system operations, financial status, regulatory contacts and other information needed by the Board to fulfill its responsibility.

- Submit required operational and financial reports to regulatory agencies and other pertinent organizations.
- Preparation of bond issuance projects and work directly with Bond Council regarding issuance and maintenance of District bond programs.
- Develop long-range plans and projections for the district.

**EDUCATION REQUIREMENTS:**

- Minimum of four (4) years of college with a Bachelor's Degree in Business Administration, Public Administration or related field is required; advanced degree preferred. The desired candidate should have at least 8 years of experience working directly with governmental entities and be familiar with government procurement, personal policy, accounts payable and administration. Substantial experience in such areas as Business Administration, Public Administration, Management or a related activity may substitute for the desired educational requirement.

**SKILLS:**

- Understanding of managerial, administrative and accounting practices and procedures.
- Ability to prepare budget recommendations and reports
- Understanding of public investment policy and the ability to be certified under state law for the investment of public funds.
- Ability to complete various tasks when directed by the Board.
- Ability to establish and maintain effective communications and working relationships with the Board, employees, outside agencies and the general public.
- Knowledge of Federal and State laws, rules and regulations.
- Knowledge of health and safety practices and procedures.
- Knowledge of public purchasing policies and procedures.

**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Licensed and ability to drive a vehicle to conduct work.
- Exposure to weather, possible toxic fumes, odors, dust and risk of bodily injury.

**PHYSICAL CONDITIONS:**

- Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copiers, telephone and other office equipment. Requires normal range of hearing and vision.

**RESIDENCY:**

- The successful applicant is required to reside within Somervell County within 90 days or a reasonable amount of time as approved by the Board.