

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 14-2019

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, APPROVING A JOB DESCRIPTION FOR THE GENERAL MANAGER POSITION

WHEREAS, the Board of Commissioners (Board) of North Beach Water District (District) desires to commence recruiting for the appointment of a new general manager to replace the current general manager, who is resigning due to declining health; and

WHEREAS, for the purposes of efficiency and transparency in the governance and administration of Board affairs, the Board wishes to publicly approve a general manager job description for recruiting a new general manager; and

WHEREAS, the general manager job description, attached hereto and incorporated herein as Exhibit A, provides a list of general duties, and qualifications of the District's general manager, it is not intended to be inclusive and will be considered auxiliary to an employment agreement between the District and the general manager;

NOW, THEREFORE, NORTH BEACH WATER DISTRICT BOARD OF COMMISSIONERS DOES HEREBY RESOLVE AS FOLLOWS.

Section 1. Approve the general manager job description found in Exhibit A.

Section 2. The District's General Manager is hereby authorized and directed begin recruiting a new general manager without delay.

ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its special meeting held on the 6th day of September 2019.



Brian Sheldon, Commissioner
Position #1



Glenn Ripley, Commissioner
Position #3



Gwen Brake, Commissioner
Position #2

NORTH BEACH WATER DISTRICT JOB DESCRIPTION

GENERAL MANAGER

GENERAL PURPOSE

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.

ESSENTIAL FUNCTIONS 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:

- 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.
- Consultation with the Board of Commissioners regarding developments and problems within the District operations and certain necessary or beneficial measures for consideration.

- Coordinating and directing the overall activities of finance, engineering, legal and other consultants.
- Supervising District staff and making recommendations to the Board of Commissioners regarding employee and human resource matters (i.e. hiring, promoting, disciplining, etc.).
- All aspects of District's financial management, including accounts receivable and payable, payroll processing, cash flow and investment management.
- Attending Board of Commissioners meetings and other meetings pertaining to
- the business operations of the District.
- Preparation of agenda, minutes and selected materials for Board of Commissioner meetings.
- Assisting the State Auditor during audits and assisting the District's Accountant during preparing of financial statements.
- Maintaining a positive relationship between the District and community, federal, state and local agencies, and professional associations.
- Review Certificates of Water Availability and water connection charges for compliance with federal, state, and local laws and ordinances and District policy.
- Review of developer extension applications and various project plans and specifications.

KNOWLEDGE, SKILLS, AND ABILITIES

The General Manager is required to have broad knowledge in the areas of public administration and finance. He/she is required to have strong leadership, management, supervisory and communication skills; a good understanding of management practice 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.

The General Manager must have a comprehensive knowledge of budgeting, bookkeeping and accounting. 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 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 vital.

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

WORKING CONDITIONS

Although the General Manager's work is primarily performed in the District office, at times the General Manager will be required to visit job sites or customers premises. Therefore, working conditions will include, close and constant work with computers and other office machines, exposure to inclement weather, exposure to dust, mud, water, noise, and other job site hazards, extended hours of driving, angry customers, and other hazards associated with working with the public.

CONTACTS AND RELATIONSHIPS

The District General Manager has frequent contact with the Board of Commissioners, office personnel, field personnel, the District's attorney, engineers, regulators, consultants and auditors, customers, Pacific County Treasures Office, other utilities, state, county and local agencies, the risk management provider, 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 by telephone, in person, or in writing.

MINIMUM QUALIFICATIONS

- Must be a United States Citizen or qualified to hold employment in the United States.
- Must hold a Washington State Driver's License with a driving record free from serious or frequent violations at the time of hire.
- Must hold, or be able to obtain within six months after hire date, a Washington State Water Workers Certification at the level of:
 - Water Distribution Manager II;
 - Water Treatment Plant Operator I;
 - Cross Connection Specialist.
- Must be able to read, write and speak English fluently.
- Must hold Undergraduate Degree in Business Administration, Public Administration, Accounting, Engineering, Construction Management, or another related field. Extensive experience in related field may be substituted for Degree.
- Must possess extensive experience working with word-processing, spreadsheet database software, and applications.

DESIRABLE QUALIFICATIONS

- Project Management experience.

- Graduate Degree in Public Administration or another related field desirable.
- Strong team orientation, organizational and multiple priority management skills.
- Demonstrated communication skills and ability to interact well with others.
- Employment history demonstrating five years management and supervisory experience and familiarity with water production and distribution.
- First Aid/CPR and other required certifications.
- 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 may be recognized as minimum qualifications.

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.