



Position Title: General Manager

Reports To:

This position is subject to the direction and oversight of the Board of Directors of Post Rock Water District. The Post Rock Water District is currently being overseen by a supervisory committee comprised of representatives of the Kansas Rural Water Association and members of the Post Rock Board of Directors. The General Manager complies with all agreements the district has with this committee and serves as a point of contact with the Committee.

Fair Labor Standards Act Status:

Full-time, FLSA Exempt (salaried) position

Salary Range:

\$75,000 - \$100,000 annually

Work Location:

The General Manager offices out of the Post Rock Water District main office at 103 N. Douglas Ellsworth, KS 67439.

Travel Requirements:

Some out of town day travel is required.

Job Summary:

Under the policy direction of the Board of Directors, the General Manager oversees and supervises all functions, services, and activities of the District, which include but are not limited to, management of administrative functions, financial reporting and accounting, implementation of computerized management systems, information technology, human resources, payroll and communications. This executive level position is accountable to the Board of Directors for both the daily operations and long-term strategic planning for the District. The General Manager represents the District and the Board of Directors in various public, private, and governmental matters.

Job Scope:

The General Manager is responsible for oversight of all functions of the Post Rock Water District. The General Manager is the sole position reporting to the Board of Directors. The General Manager is responsible for all aspects of personnel administration and oversight within the District, which include but are not limited to, human resource management, hiring, firing, discipline, performance reviews, payroll and oversight of administrative functions. The General Manager is responsible for all aspects of the District's financial reporting and accounting; facilitating policy direction from the Board of Directors; strategic planning; capital improvement project planning and budgeting; implementation of computerized management systems; information technology; and communication with internal and external stakeholders.

Essential Duties and Responsibilities:

- The General Manager is responsible for oversight of all administrative functions of the water district, including accounting, accounts receivable and accounts payable, payroll and financial

reporting. He or she monitors all purchases of the district, prepares all budgets and manages compliance with budget documents.

- The General Manager has strict fiduciary duties and is responsible for the deposit of District funds as well as maintenance of records and accounts in such a manner that the true and correct financial condition of the District may be ascertained by the Board.
- The General Manager directs and/or prepares complex reports, narratives, correspondence, and other documents, including those required by law. He or she must be prepared to communicate with a diverse audience by demonstrating excellent communication skills.
- The General Manager trains, directs and evaluates staff. He or she ensures safety is an integral part of every aspect of the District's work culture.
- The General Manager oversees the bidding of contracts, competency of contractors and vendors, and the selection criteria for public infrastructure contracts.
- The General Manager cooperates with outside professionals on any necessary audits and provides the Board a current statement of the business and affairs of the District as required.
- Duties of the General Manager also include supervision oversight of the maintenance and operation of the water treatment plant and the District's distribution system, as well as oversight of the planning and providing for any needed upgrades and expansion of the water treatment and distribution facilities.
- The General Manager takes the initiative to identify future needs of the district and develops a capital improvement plan or master plan for needs of the water treatment plant and distribution system.
- The General Manager is responsible for aggressively marketing wholesale water.
- The General Manager also serves as a public relations and contact person for all business communications on behalf of the District with patrons, county and city officials, bank personnel, legal counsel, auditors, engineers, insurance company representatives, real estate agents, economic development representatives, Federal/State agency representatives, sales personnel and the general public.
- The General Manager, so far as is practical, also conducts operations in such a way that all patrons receive equal service and treatment.

Supervisory Responsibilities:

The General Manager controls all aspects of the employment of the District's hourly personnel, subject to the approval of the Board, including developing and proposing compensation and advancement for each level of employment of every hourly position.

Education and Experience Requirements:

- Bachelor's degree in business administration, finance or related field (preferred);
- Five (5+) years of accounting/finance experience (preferred);
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

License Requirements:

- Valid Driver's license with good driving record (required).

Skills, Knowledge and Abilities:

- Skill to work effectively with Board of Directors, other utilities and governmental agencies, the public, and others contacted through the course of work.
- Ability to plan, organize, and implement work at the executive level.
- Ability to communicate effectively and proficiently both verbally and in writing.
- Knowledge of principles and practices of executive management and leadership, including planning and organizing responsibilities, motivating and encouraging professional development, and effective in delegating tasks.
- Knowledge of generally accepted governmental accounting principles.

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- Must have or be willing to acquire a thorough knowledge and understanding of the policies, bylaws, rules and regulations of water districts.
- Knowledge of Kansas and Federal laws regarding the processing, treatment and distribution of potable water is preferred for candidates for this position.

Tools and Equipment Used:

General office equipment; spreadsheet applications; application software related to GPS/GIS; and vehicle.

Physical Requirements:

Work is performed in a combination of both normal office environment as well as outdoors with exposure to outdoor temperatures, dirt and dust. Working conditions are moderately quiet, except when visiting jobsites outdoors, where there will be exposure to noise. The employee is occasionally required to carry, lift, move or pushing up to 50 pounds. This job requires occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day. This job includes intermittent driving and outdoor work to manage and oversee staff and contractor work in the field.

This job requires attendance at evening meetings which include regular and special meetings of the Board of Directors, delegated advisory boards, committees, and community groups. This job also oversees emergency and on-call operations for the District, and may be required to work evenings, weekends and holidays if necessary. Attendance at overnight seminars and conferences may also be required.