

## **RICHARDSON BAY SANITARY DISTRICT JOB DESCRIPTIONS**

### **DISTRICT MANAGER - Duties and Responsibilities**

#### **MANAGEMENT**

Overall day-to-day management of the District; coordination of both long-term and short-term planning, direct, coordinate and evaluate the general activities of the District and its staff. Rendering the utmost service to the citizens compatible with the legal responsibilities established and the economic resources available.

Representing the Board's policies and programs with employees, community representatives and other government agencies. Be available for all District Board Meetings

Establishing and organizing functions of the District, including direction and supervision of staff concerning the administration, engineering, construction, inspection, operation and maintenance and human resources of the District, including

Providing advice and consultation on the development of District programs and policies.

Establishing goals, objectives and schedules.

Implementing, administering, and enforcing the policies and programs adopted by the District Board of Directors, including,

Working in conjunction with the District's attorneys and consultants to recommend to the Board of Directors changes needed to: rules and regulations; fees and charges; and specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems. Said recommendations to be reviewed and acted upon by the District Board of Directors.

#### **ADMINISTRATION**

Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.

Maintaining continuous awareness of administrative practices and recommending changes, which increase the economy and efficiency of District operations.

Administering the human resources management affairs of the District, including Recommending and administering programs for equitable compensation, classification, recruitment and selection, performance management, policy and procedures and other personnel administrative programs.

Administering the fiscal affairs of the District, including,

Preparation of the District's annual budget for review and adoption by the District Board.

Controlling expenditures authorized in the budget

Charging fees, assessments and taxes

Overseeing preparations for bids and specifications for capital expenditures

Administering and enforcing the programs and activities necessary to ensure compliance with applicable regulatory licenses, permits and regulations necessary for the ownership and operations of wastewater conveyance utility systems.

## **OPERATIONS AND MAINTENANCE**

Overall responsibility for the operation and maintenance of the District's collection system, pumping stations and force mains, and directing the District's capital improvement program to assure that improvements are made in sound engineering and cost-effective manner.

Responsibilities include,

Keeping the District maps and Maintenance software up-to-date

Maintaining records concerning compliance with regulatory agencies.

Supervising general mapping and engineering studies, reports, designs, specifications, and cost estimates and performing related work, as required.

Providing inspections for all construction related to District facilities.

Establishing programs for collection system's maintenance.

Arranging for the services of consultants and overseeing their work.

Overseeing preparation of bids and specifications for capital improvements.

Answering questions and giving advice relative to connection to the District's main sewer lines.

## **PUBLIC RELATIONS**

Acting as spokesperson/representative for the District in situations including, representing the District in negotiations and conferences conducted by and with the community and civic organizations, governmental and legislative bodies, contractors, trade, technical, professional associations, groups, etc.

Conferring with private individuals, firms, organizations and local, state and federal agencies in the implementation and coordination of programs, projects and various activities.

Meeting with the public to disseminate information regarding District regulations and ordinances.

Special abilities/knowledge:

Principles and practices of management, organizations, personnel administration, supervision, training.

Principles and practices of municipal accounting, budgeting, and financial record keeping.

Construction practices, procedures, methods, material, tools, equipment, and supplies, as applicable to the construction of public and private sewers, collection system pump stations, and related appurtenances.

Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspections and regulations of construction of public and private sewers, collection system pump stations, and related appurtenances.

Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.

Understand the organization and operation of the District and related outside agencies as necessary to carry out assigned responsibilities, including,

- Interpret and apply District policies, procedures, and rules with good judgment, tactfully and courteously, while carrying out a variety of administrative assignments.

- Comprehend and interpret complex rules and regulations.

- Coordinate the preparation of Board meeting agendas.

Communicate effectively, both orally and in writing, with those contacted in the course of work, including,

- The ability to use tact/diplomacy and establish/maintain cooperative working relationships.

- Give instruction and take feedback in a cooperative and positive posture

- Prepare concise and comprehensive reports.

Plan, direct, coordinate, and review activities related to recording and reporting financial data and personnel management, including,

- Direct budgetary and fiscal control programs.

- Provide payroll, personnel, and employee health benefits management.

- Plan, organize, direct, and supervise the work activities of others as related to general office function, purchasing procedures, and building maintenance.

## **Physical and Leadership Requirements**

Sitting, Standing, Walking

Bending Stooping/Lifting up to 35 pounds

Interact with public

Create reports, memos, presentations, maps, and e-mails

Analyze organized and unorganized data and make recommendations

Manage employees toward specified goals and objectives

Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)

Operate passenger vehicles

Work in an office environment and maintain professional relationships

Facilitating and leading small and large groups

Demonstrating ethical and structured business practice

Making decisions that further the goals and objectives of the District

Proficient with time management and task allocations limits

Other requirements as necessary or directed by the District Board