

GENERAL MANAGER

Reporting:

Reports to the Board of Directors (BOD), of the Greater Gardendale Water Supply Corporation, through the President or the designated Representative of the Board and as directed at meetings of the Board of Directors.

Position Qualifications:

Educational:

This position prefers a college degree in the field of engineering, environmental studies, chemistry, business administration, public administration, or related field. The Board, at its option, may waive the college degree requirement provided the candidate has a valid Texas "C" certification in water, CSI License and work experience equivalent to the college work (a minimum of three (3) years experience).

Professional:

- Has a minimum of a Texas class C license for water, or can complete it within two (2) years
- Has a minimum of five years experience in water and management skills, depending on experience
- Has a minimum of a Customer Inspector License or can complete it within two (2) years
- Has a valid Texas Driver's license
- Must be insurable under the Corporation's vehicle liability issuance policy
- Is familiar with the following:
 - Federal and State water laws, rules and regulations
 - The governing rules and regulations of Federal and State regulatory agencies, including Texas Commission on Environmental Quality, Environmental Protection Agency, and other related agencies
 - Customer Service Inspections

Job Responsibilities:

- Coordinate the day to day operation of the water facility and administrative and office functions
- Ensure compliance with all local, state, and federal requirements relating to water: safety and health; fair employment practices, and financial reporting
- Inform the board of any and all violations or the possibility of violations as soon as they are known

Duties:

Administrative:

- Ensure employee procedures comply with the Corporation's policies and enforces their compliance
- Advise and assist the Board of Directors (Board) in the establishment of goals and objectives and the necessary controls required for the effective management of the Corporation
- Inform the Board regularly of the progress and results of operations to ensure conformity with approved goals and objectives, programs, and budgets. Keeps the Board informed of factors affecting the accomplishment of these goals, both internal and external
- Maintain regulatory currency. The Corporation expects the General Manager and other employees to keep current on regulations affecting the operations and new management techniques. Accordingly, attendance at these educational meetings by the General Manager is required. The General Manager may approve attendance at these functions for other employees so long as anticipated expenses do not exceed the budgeted amount. The Corporation will reimburse the Manager and other employees for personal expenses incurred for authorized attendance at meetings, seminars, and for other required travel; or the company credit card may be used. Expenses must be submitted with receipts for hotel, travel and related expenses
- Administer policies established by the Board, and issues necessary instructions to employees to ensure uniform interpretation
- Conduct all Human Resource issues of the Corporation
- Hires all personnel for the Corporation and oversees training and development of the employees
- Plan, organize, and assign activities for all employees of the Corporation

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- Develops, implements, and executes the Corporation's policies and procedures
- Prepare and disseminate all required meeting documents and agendas
- Experience with clerical equipment such as the 10-key, facsimile, credit card, computer, and other office related machines
- Excellent Public Relation Skills and work wells with others
- Able to Multi-Task
- Evaluate and revise office forms and procedures to improve work flow efficiency
- Evaluate subordinate work performance and conducts performance interviews
- Direct the preparation and submittal of payrolls and other periodic financial reports
- Schedule and attend approved training seminars
- Load and unload readings from the satellite drive by system for reading meters

Finance:

- Prepare and submit an operating and capital expenditure budget to the Board for approval two months prior to the beginning of the fiscal year. The General Manager is expected to operate within the approved budget. Should circumstances cause over expenditure of any item in the budget, the General Manager will obtain prior approval from the Board if possible, but in any case will, explain the expenditure at the Board meeting following the expenditure to allow the Board to modify the budget if necessary
- Assist the Board in the definition of financial objectives, accept responsibility for operational controls necessary for their attainment. In conjunction with departments, develop plan and program, short and long term, to achieve operational and financial goals. Submit such plans to the Board for input and approval
- Direct operations so as to achieve budget goals, designed to permit the Corporation to operate on a self-sustaining basis, or attract capital on the most favorable terms. The Manager may use outside legal, engineering or other professional consultants to assist in the management of the operations at his discretion. The expenditure for such services is limited to the amounts approved in the budget unless additional expenditure is approved by the Board. The Manager may, at times, be directed by the Board to confer with Consulting Engineers and Attorneys on matters relating to new construction or capital improvements, litigation, or applications requiring professional consultation. The expenditure for these services is not charged against the operating budget
- Maintain all necessary records as required by law, or the Board. Present financials and operating reports to Board monthly, or as requested
- Ensure that all funds, physical assets and other property of the Corporation within his jurisdiction are appropriately safeguarded and administered
- Familiar with collection of cash, accounts receivables/payables, record keeping and filing
- Prepare and print all checks for accounts payable, invoice and other approved disbursements
- Prepare and verify all journal entries for monthly financial statements
- Assist and work closely with independent auditor in conducting periodic, special and year-end audits of financial records as required
- Develop procedures for the systematic retention, protection, and retrieval of financial records and make recommendations for improvement
- Generate and maintain all financial reports for the Corporation
- Prepare and submit monthly financial reports
- Generate, prepare, and print monthly accounts payable checks for all vendors of the Corporation

Operations:

- Maintain a continuing study of community and industry trends, including technological development, so as to ensure that the Corporation functions at optimum efficiency
- Ensure that the organizational structure is designed to enable each individual to make his maximum contribution. Propose changes he believes will make the organization more efficient
- Maintain appropriate contacts and develops necessary relationships with government departments, industry, and community organizations which can influence the attainment of the Corporation's goals

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Personnel:

- Responsible for the selection, employment, discipline, promotion, and termination of the employees in his area of responsibility, respecting the organization, and the delegation of authority to the lowest level possible. Develops pay and benefit programs for submission to the Board
- Responsible for developing and maintaining an environment which encourages all employees to perform at their optimum level. Where problems are recognized and dealt with promptly and fairly, where respect for one another is the norm, recognition is readily and sincerely given, and morale is high
- The General Manager may approve attendance for seminars and training for employees so long as anticipated expenses do not exceed the budgeted amount

The General Manager will be an exceptional leader, with the initiative and expertise to manage the operations of the Corporation in an effective manner, to quickly establish credibility, and integrate himself within the organization. He / She will have the ability to work effectively in a team environment. He / She will possess the required certification in water disciplines and will be an active participant in the related professional organizations. He / She will be a strategic thinker, able to bring new and creative solutions to the organization, with the ability to articulate complex ideas.

Significant Aspects of the Work:

The General Manager is responsible for and has the commensurate authority to accomplish the duties set forth above. He / She may delegate portions of his responsibilities, consistent with sound operations and approved policies and procedures, and the commensurate authority to accomplish the assigned duties. He / She may not delegate or relinquish any part of his accountability.