**JOB DESCRIPTION**

**DISTRICT MANAGER**

The District Manager directs and administers a wastewater collection, conveyance, and treatment system serving over 20 independent service areas across over 20 miles of the South Fork Coeur d'Alene River with two treatment plants. The Manager is responsible for financial performance, operation, maintenance, and public relations. The specific Managerial function are summarized as follows; (greater detail is provided in Attachment A.)

Responsibility to Board of Directors for total performance and attainments of the District.

Coordination of Board of Directors, staff, independent contractors, satellite systems, utilities, and regulatory agencies.

Authority, as delegated by the Board of Directors to decide day-to-day issues of rates, contract compliance, equipment, suppliers and personnel.

Activity Areas; the Manager is responsible for the following:

1. Board Meetings: ensures meetings are positive, effective, and understandable.
2. Plant Operations: ensures efficient, cost effective operation in compliance with Panhandle Health, EPA and DEQ regulations.
3. Collection & Interceptor Systems: ensures reliable, and cost effective service.
4. Service Charges: Ensures that the District maintains equitable charges consistent with the District’s income requirements.
5. Accounting: Analyzes income and expenditures to provide good fiscal management.
6. Budgets: Evaluates prior year expenses and prepares annual budget projections.
7. Personnel: selects, trains, coordinates, and motivates staff to ensure efficient and effective operation. Manager ensures personnel in key roles have Idaho State Certifications.
8. Cost Control: Exercises review and approval authority over expenditures and monitors and corrects deviations from annual budget.
9. Contracts and Agreements: Evaluates, administers, and recommends changes to keep terms current and in the best interests of the District.
10. Public Relations: Gains and maintains public support and understanding of the District’s mission through outreach to key stakeholders and community involvement.

**ATTACHMENT A**

RESPONSIBILITY The Manager is directly responsible to, and serves at the pleasure of, the Board of Directors. His/her responsibility goes beyond this; however, to incorporate the Board’s responsibility to the people of the District. This responsibility includes compliance with EPA/DEQ regulations, providing a reliable, continuous, and economical wastewater service. It includes a concern for, and dedication to, these people through courteous treatment and adequate communication.

COORDINATION DUTIES The Board retains counsel, a Treasurer, and an Auditor whose services require coordination through the Manager. The Board contacts and contracts with cities, communities, Engineers and businesses which require further coordination through the Manager. On a parallel authority plane, the Manager must coordinate District interests with public works departments, city crews, other utilities, contractors and property owners. Internal coordination to ensure teamwork and maximum effectiveness of staff is an ongoing duty of the Manager.

AUTHORITY Final authority rests with the District Board of Directors, whose authority is prescribed by Idaho statutes. Authority is provided the Manager, as the agent of the Board, through By-laws, policies, actions, and precedent. Fiscal authority is retained by the Board through the requirement that all monetary disbursements be made only under signature of at least one Board member and only after approval of the Board or when in accordance with the budget.

The Manager may delegate some authority to other Employees commensurate with their positions. It is the obligation of the Manager to see that the flow of authority is sufficient to the tasks to be done and that By-laws, policies, guidelines, rules and regulations are set forth which allow each level of authority to handle routine tasks expediently and without unnecessary imposition on higher levels of authority.

**ACTIVITY AREAS**

Board Meetings: Direct and assist in preparation of agenda; inform public and participants of meeting details; provide a public report of Board actions; supervise meeting arrangements and provide for smooth and adequate flow of understandable information to the Board and audience; provide for official records and minutes; request attendance of fiscal, legal or Engineering consultants only when necessary to efficiently conduct agenda business.

Plant Operations: Through the field employees, ensure that operations are continuous, reliable, economic, and in compliance with all regulations; anticipate potential problems in performance, cost, compliance, or public relations, and have alternatives or remedial measures ready for implementation; maintain contacts with wastewater authorities, grant administrators, and regulatory authorities; through technical publications and professional contacts stay abreast of technological advances so that facilities attain and sustain maximum economy and efficiency; acquire general working knowledge of treatment plant processes as well as general working knowledge of collection and interceptor systems. Manager ensures personnel in key roles have Idaho State Certifications.

Collection and Interceptor Operations: Through the Field employees, ensure that operations are continuous and reliable; provide for 24-hour, 365-day operation and quick response to citizen emergencies; oversee a program for collection of accurate and meaningful flow data from all areas contributing to the District sewerage system as well as from the District system itself. Manager ensures personnel in key roles have Idaho State Certifications.

Service Charges: Ensure that service charges are accurate, that citizens are properly notified of amounts due and that payments are timely; courteous and informative treatment of all citizens is mandatory and the Manager shall ensure that staff displays this attitude consistently; particularly difficult matters and unique circumstances will require the Manager's input at times and he/she may find that certain cases require a decision from the Board of Directors.

Accounting: Ensure careful and positive control of all funds under guidelines provided by the Auditor, Treasurer and written regulations

Budget: The Manager directs and is responsible for delivery of an adequate and competent budget, with adequate documentation to the Board; accurate projection of future costs will require an intensive and extensive background of knowledge in the Manager; based upon the budget costs, the Manager shall project service charges necessary to produce the required monies; foundations for both cost and service charges are subject to public hearing and approval; the Manager is required to play a leading role at such public hearings by explaining and substantiating such figures.

Personnel: Supervision/management of District staff is a primary duty of the Manager. To maintain a motivated, high performing staff, the Manager shall make recommendations to the Board for necessary merit increases in salary or rewards and other Employee benefits.

Demonstration of the worth and unique value of Employees to both the public and the Board is an essential duty of the Manager. Sustaining the proficiency of staff through continued training must be an integral part of the program. Safety, which ensures continuity of service and welfare of the Employee, is a prime responsibility of the Manager.

Cost Control: The Manager is responsible for cost control through approval of all expenditures and through approval of projects; by established practice. Obligations in excess of $500 and not specifically approved in the budget require prior approval by the Board. Data and rationale to justify such outlay, generally in terms of monetary returns and/or improving efficiency and economy, must be produced under the direction of the Manager.

Inventory: The Manager shall be responsible for establishing a system of inventory control or utilizing the system in existence. This will include all District property; field and office. The Manager may delegate some responsibility for inventory control to the Field employees.

Contractors and Agreements: The Manager is obligated as the Board agent to enforce and obtain compliance with all contracts and agreements into which the Board has entered. Where questions of interpretation, legal limits, or violations appear, the Manager may utilize Legal counsel.

Public Relations: The Manager shall be sensitive to public needs and shall respond thereto before a crisis develops. As a service agency to over 20 communities the Manager should make a determined effort to participate in civic functions across the entire service area. Staff should be urged and assisted in becoming part of an ongoing public relations program which allows community leaders to communicate on a personal and friendly basis with District staff.

Minimum requirements:

* Minimum 5 years of Wastewater Treatment Plant and Collection system experience.
* Grade III Wastewater Treatment Plant Operator license through the Idaho Bureau of Occupational Licenses (IBOL) or approved equal is desirable.
* Grade II Wastewater Collection System Operator license through the Idaho Bureau of Occupational Licenses (IBOL) or approved equal is desirable.
* Engineering or EIT degree can be considered in lieu of some licensing requirements
* Excellent Communication and public relations skills are a must.
* Experience with budgets in excess of $1,000,000.00.
* Leadership and Supervisory skills and experience are essential.

The duties, qualifications and working conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. This job description is designed to give general information and is not all encompassing.