

Today's Date: 06/21/2017

Position: District Manager

Company Name and Location: North Weld County Water District, Lucerne, CO

Salary and Benefits: Full Time, Salary DOE/DOQ

Health with HSA, Vision, Dental, Life, Retirement and Paid Leave.

Job Description: The North Weld County Water District is a Title 32 Special District and is located three miles north of the Greeley in Lucerne, CO. The District employs seventeen full time employees. The District provides water service to approximately 4,300 residential, commercial, and agricultural customers encompassing an area of approximately 325 square miles.

The District Manager is responsible for all aspects of District, Operations and Capital Improvements including:

- Water distribution
- Raw water supply (in conjunction with the Water Resources Manager)
- Local, state, and federal regulatory compliance
- Water rights and legal matters
- Rates, fees, billing, finance, budget, and management of District reserves
- Office, Engineering and Field personnel management
- Management of construction projects and many other matters

After hours' attendance at various meetings with local, government and business entities and availability for District emergencies is required. The Manager serves a five-member elected Board of Directors.

Job Duties and Responsibilities:

1. Perform long range strategic and capital planning; analyze future needs and determine what resources are necessary to implement to ensure adequate high-quality water and reliable service for the District, subject to Board review and approval.
2. Attend Board and other management meetings necessary for the development and implementation of plans, policies, procedures and standards to advise and provide recommendations to the Board.
3. Provides the Board, on a bi-monthly basis detailed operating reports and additional information as requested to assure the Board is knowledgeable about the District's current state of affairs.
4. Advises and makes recommendations to the Board to increase the efficiency of the District's operation.
5. Establishes and maintains an effective system of communications throughout the District organization, including the Board. Establishes regular staff meetings to increase effectiveness of the District operations.
6. Creates and implements, with the Board's consideration and approval, the District Strategic Plan and Mission Statement.
7. Creates and implements a Succession Plan for all managerial/supervisory positions. Recommends to the Board and participates in succession and recruiting plans for key District staff including the District Manager position.

8. Establishes effective public relations with the community through various mass communications and website. Represents the District with customers, business partners, and other water entities in the community.
9. Responsible for all employment practices of the District, such as; hiring, terminations, and transfers. Manager selects, trains, develops and compensates all employees to ensure adequate staffing of all areas to operate the District efficiently.
10. Manages the Employee Performance Review program effectively, conducting performance reviews, documentation of performance and ensuring employee training and development is accomplished.
11. Manages, tracks and completes other projects and duties as requested and deemed necessary by the Board.

Experience:

1. 5 years' experience managing and/or actively engaged in Municipal Water Operations
2. Class 2 or higher Distribution Water License and Class D Treatment License or ability to acquire within one year of employment. Our operators have the required licenses; depending on experience, we are flexible on the licensing requirements.
3. Bachelor Degree in Public Administration, Business Administration, Engineering, or similar experience.
4. Strong writing and oral communication skills.
5. Strong and proven organizational skills.
6. Management, Training, and Human Resource experience.
7. Ability to make decisions in consideration of multiple stake holders. Must have strong administrative skills.
8. Ability to work with State & County regulatory agencies, local governments, and local Property Owner's Associations.
9. Plan and implement infrastructure projects and perform long term strategic planning.
10. Proven strong work ethic with ability and willingness to work extended hours and weekends.

Please send resume with cover letter and references to Colleen McGehee, Office Manager:
colleenm@nwcwd.org.