



Pine-Strawberry Water Improvement District
PO Box 134, Pine, AZ 85544 (Mailing Address)
6306 W. Hardscrabble Mesa Rd., Pine, AZ 85544 (Office Location)
(928)476-4222 Phone/ (928)476-4224 (Fax)

**Vacancy Announcement:
GENERAL MANAGER**

Post Date: _____

First Review Date: _____

Category: Full Time

Department: Administration

Reports To: Chairman of the Board

Schedule: Monday- Friday, 8AM-4:30PM. Hours will vary frequently based on operational needs.

Pay Rate: Compensation and benefits based on experience and qualifications.

Position: SUMMARY

Under policy direction from the Board of Directors, to serve as General Manager of the Pine-Strawberry Water Improvement District (PSWID); TO PLAN, DIRECT, AND OVERSEE District programs, services and resources in accordance with short and long-range goals, policy statements and directives; to interpret and administer policies of the Board; and to perform related duties as required.

SUPERVISION EXERCISED

Overall operational and administrative responsibility for the Pine-Strawberry Water Improvement District. Subject to the approval of the Board of Directors, exercises authority to employ and discharge, prescribe duties and responsibilities, and establish and adjust compensation of employees and assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the person. Other duties may be assigned as reasonably expected.

- Plans, directs, coordinates, and controls the daily operation of the organization through the organization's administration, financing and customer service functions.
- Coordinates and monitors the maintenance, operation, engineering and construction supervision provided by sub-contracted organizations to achieve operational efficiency and economy.
- Implements current and long-range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Attends and participates in District Board Meetings, professional organizations, and community meetings; prepares and presents reports.
- Provides advice, guidance, direction and authorization to carry out major plans, standards and procedures consistent with established policies and Board approval.
- Reviews reports and operating data for the organization and compares them to established objectives and standards; ensures that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communications throughout the organization.

- Participates in District safety meetings.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

- At least ten (10) years of experience in progressively responsible professional utility administration with a minimum of four (4) years of experience at a managerial level. Experience with administration of water utility operations desired; and
- A Bachelor's degree (B.S.) from an accredited college or university with a major in business administration, public administration, civil engineering or a closely related field.
- Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).
- Applicants with an equivalent combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in this position are encouraged to apply.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Plan, organize, administer, coordinate and direct the activities of a water agency.
- Direct, administer and monitor the District budget; interpret and analyze financial, technical and legal information; make sound judgements and decisions.
- Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instruct and evaluate subordinate personnel.
- Evaluate and recommend improvements to existing District activities, reports and facilities.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing safe driving practices.
- Operate standard office equipment, personal computers, internet and Microsoft Office software products.
- Observe proper safety precautions.

CERTIFICATES, LICENSES AND REGISTRATIONS

- Valid Arizona Drivers License and clean driving record required.
- Grade 3 (or higher) Water Distribution Certified Operator License preferred.

EQUIPMENT

- Desktop, tablet PC and/or laptop computer; copier; fax machine; Calculator/10-Key Adding Machine; landline and mobile telephone; truck or automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls. The employee is frequently required to talk, hear and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift or move objects up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a variety of settings, including office and field environments. Office settings have moderate indoor temperatures. The noise level in the office environment is usually quiet to moderate. Field environments can be moderately loud and can vary significantly in temperature.

The entire office is smoke free.

Pre-Employment and random drug testing apply.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

Interested applicants should respond by mail to: Attention: PSWID Board Chairman at the PO Box address listed at the top of this announcement. Alternatively, applicants may submit their resume, application material and/or support documents to billing@pswid.org. Please include a letter of interest, and compensation requirements.