

**LAKE DURANGO WATER AUTHORITY  
GENERAL MANAGER  
JOB DESCRIPTION**

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**JOB TITLE: GENERAL MANAGER**  
**REPORTS TO: LAKE DURANGO WATER AUTHORITY**  
**BOARD OF DIRECTORS**

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**JOB SUMMARY:**

Manages the day-to-day operations of the Lake Durango Water Authority (Authority). Under the direction of the Board of Directors, performs complex administrative, financial, technical and managerial work to ensure compliance with Board goals, policies, and all applicable governmental regulations. Plans, directs and coordinates services, activities and operations of all facility equipment, functions and projects. Manages Authority staff, contractors and vendors. Coordinates the efficient and effective use of Authority resources, finances, personnel and equipment to achieve short- and long-term goals and objectives. Participates in Board of Directors or related meetings.

**ESSENTIAL JOB FUNCTIONS:**

*Essential functions may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Reasonable accommodations, as defined under the American with Disabilities Act, will be made when possible.*

- Oversees the preparation of the annual capital improvement and operating budgets for the Authority; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- Monitors and manages grants to ensure compliance and reporting requirements. Pursues new grant opportunities as applicable.
- Oversees the annual audit process to ensure the production of timely and accurate annual operating and capital improvement budgets and regular reports of expenditures versus budgets.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for Authority service provisions, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future Authority needs.
- Ensures that all Authority activities are planned and executed in the most cost-effective and efficient manner possible.
- Oversees the administration, construction, use and maintenance of all Authority infrastructure, facilities and equipment as related to water delivery and treatment systems.

- Provides for contract services and ensures proper performance of obligations to the Authority; has responsibility for enforcement of all Authority policies and procedures.
- Oversees the selection, training, professional development, and work evaluation of Authority staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees Board agendas and attends Board and Committee Meetings.
- Ensures the Board of Directors is kept informed of Authority functions, activities, and financial status, and of legal, social, and economic issues affecting Authority activities.
- Prepares and disseminates periodic reports to the Board on significant Authority accomplishments, activities and issues.
- Ensures the Authority's emergency preparedness plans and related compliance materials are current with all state and federal requirements and Authority staff are fully trained to carry out their responsibilities.
- Ensures all critical Authority activities can be sustained during and after serious emergency occurrences.
- Monitors changes in laws, regulations, and technology that may affect Authority operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Education: Any combination equivalent to the completion of a Bachelor of Science degree in public or business administration, electrical or civil engineering or engineering management.

Or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Organization and management of a water Authority.
- Principles and practices of groundwater treatment, water transmission and distribution, recycled water distribution, and project development and administration.
- Principles of supervision and business management.
- Water engineering, construction and maintenance practices.
- Applicable federal, state and local water laws, regulations and legislation.
- The functions and relationships of federal, state and local agencies to water resources and operations.
- Water supply development.
- Principles of administration and staffing.
- Principles and practices of budgeting, purchasing and maintenance of public records.
- Organization and functions of an elected Board of Directors.
- Laws and regulations governing the conduct of public meetings.
- Social, political and environmental issues influencing the development and implementation of projects or programs.
- Research methods and techniques.
- Authority personnel rules, policies and procedures
- Principles and practices of public administration.

**Ability to:**

- Establish and maintain effective relations with customers, the general public, governmental and contractor representatives and employees.
- Prepare clear and concise reports.
- Communicate effectively in public.
- Analyze and resolve problems.
- Represent the Authority at a variety of functions and meetings.
- Work independently with little direction.
- Understand and effectively carry out general oral and written instructions.
- Review and make logical conclusions from technical engineering data.
- Understand, interpret, explain, and apply Authority policy and procedures.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Develop and implement appropriate procedures and controls.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

**Working Conditions and Physical Demands:**

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, risk of electrical shock, and work in high precarious places. While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, lift and/or move up to 50 pounds, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds. The incumbent's working conditions are typically moderately loud.