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**MIDLAND COUNTY FRESH WATER SUPPLY  
DISTRICT NO. 1**

**GENERAL MANAGER JOB DESCRIPTION**

The General Manager is accountable to the Board of Supervisors (“Board”) and responsible for enforcement of all District, policies, and procedures, the conduct of all financial activities and the efficient and economical performance of the District’s operations.

Under direction from the Board, the General Manger plans, organizes, executes and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Supervisors; oversees contracts; fosters cooperative working relationships with governmental and regulatory agencies and various public and private groups; and performs related work as required.

The General Manager receives policy direction from the Board of Supervisors and serves at the pleasure of the Board. The General Manager exercises control over District operations third party contractors, auditors and staff, if any.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*Duties may include, but are not limited to, the following:*

- Plans, organizes, executes and administers District operations and staff, if any, and coordinates and evaluates the work of the District in accordance with applicable laws, regulations, policies and objectives of the Board of Supervisors.
- Supervises all contracts for engineering and operations.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Supervisors and the District; develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner.
- Oversees the preparation of the annual capital and operating budgets for the District; authorizes directly or through staff, budget transfers, expenditures and purchases; provides information regarding the financial condition and needs to the Board of Supervisors. Ensures the production of timely and accurate annual operating and capital budgets and regular reports of expenditures versus budgets.
- Advises the Board of Supervisors on issues, programs, and financial status; prepares and recommends long-range and short-range plans for the District; capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Ensures that all District activities are planned and executed in the most cost-effective and efficient manner possible.
- Oversees the administration, construction, use and maintenance of all District infrastructure, facilities and equipment.
- Represents the District and the Board of Supervisors in meetings with external agencies.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees Board agendas, and the maintenance of working and official District files.
- Attends and actively participates in Board and committee meetings. Ensures the Board of Supervisors is kept informed of District functions, activities, financial status and of legal and economic issues affecting District activities.
- Ensures the District’s emergency preparedness plans and related compliance statements are current with all state and federal requirements and District staff are fully trained to carry out their responsibilities. Ensures all critical District activities can be sustained during and after serious emergency occurrences.

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- Monitors changes in laws, regulations, and technology that may affect District operations and implements policy and procedural changes as required.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development, administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of groundwater treatment, water transmission and distribution and project development and administration.
- Principles, practices and procedures of public administration.
- Functions, services and funding sources of a public agency government.
- Functions, authority, responsibilities and limitations of an elected Board of Supervisors.
- Applicable Federal and State laws, codes, ordinances and regulations.
- Principles and practices of budget development, administration and accountability.
- Current social, political, and economic trends affecting the District and its service provision.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory, and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors, in person and by telephone.
- Techniques for providing a high level of customer service to the public in person by telephone.

### **Ability to:**

- Plan, administer, coordinate, review and evaluate the functions, activities and staff of the District.
- Work cooperatively with, provide staff support to and implement the policies of the Board of Supervisors.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget and the control of all expenditures and purchases.
- Interpret, apply, and explain complex laws, codes, regulations and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups and various businesses, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Prepare accurate and effective reports, policies, procedures and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy and procedural guidelines.
- Organize own work, coordinate projects, set priorities and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.

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## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Five (5) years of management or administrative experience in a public agency setting. Experience in working with an elected or appointed Board is desirable.

### **Training:**

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management or a related field.

### **License or Certificate:**

- Valid Texas driver's license with satisfactory driving record.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and by telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.