



## **PATOKA LAKE REGIONAL WATER AND SEWER DISTRICT**

**TITLE:** GENERAL MANAGER

**DEPARTMENT:** MANAGER

**REPORTS TO:** BOARD OF DIRECTORS

Assists Board of Directors in managing all departments within the District. Maintains public relations, records and compliance with all regulatory entities.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Manages and oversees all departments within the Patoka Lake Regional Water & Sewer District.
2. Attends board meetings to provide information regarding operations, finances and policies.
3. Works with political leaders at the local, state and federal level to ensure successful government encounters.
4. Leads departmental staff meetings
5. Collaborates with staff to develop Water and Sewer budgets, monitor work assignments, and manage personnel.
6. Works with Board and Staff to develop and oversee construction projects.
7. Reviews Monthly Report of Operation (Water and Sewer) to make sure plants conform to State and Federal guidelines.
8. Advertises for and reviews bids for chemicals and equipment.
9. Coordinates with department heads to ensure the required schooling and ongoing training programs are available and completed.
10. Ensures continued cooperation between District and Patoka Lake Watershed Committee.

### **JOB AUTHORITY AND CHARACTERISTICS:**

1. Work is performed within established procedural and legal guidelines.
2. State and Federal guidelines cover work activity.
3. Supervises department heads.
4. Reports to the District Board of Directors.
5. Extensive decision making authority.
6. Some travel to attend meetings, seminars, and job functions.

### **JOB QUALIFICATIONS:**

1. Bachelor's Degree or equivalent work experience.
2. Knowledge of Utility Operations, State and Federal laws, programs, and regulations relating to water quality, environmental compliance, and public finance, budget development and control, public relations and speaking, principles of administration, organization, planning, staffing, supervision, and business communications, and information technology fundamentals.