

**KINGSBURY GENERAL IMPROVEMENT DISTRICT
POSITION DESCRIPTION**

GENERAL MANAGER

FLSA Status: Exempt
Created: January 2002
Revised: September 2020
Revised by: Cameron McKay

DEFINITION: Administers and directs the overall activities and operations of the District in accordance with policy direction by the Board of Trustees. The General Manager is appointed by the Board of Trustees and is delegated the authority to plan, direct, coordinate, and oversees the activities and programs of the District. Represents the Board’s policies and programs to employees, community organizations, and the general public. Actively participates in development and ensures execution of short- and long-term goals and objectives of the strategic and annual business plans. Engages in intergovernmental activities that promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements. Performs high-level administrative, technical, and professional work in directing and supervising the administration KGID.

DISTINGUISHING CHARACTERISTICS: This position is responsible for the overall management of KGID and for the supervision of management staff and management of KGID resources consistent with the administrative and policy direction of the KGID Board of Trustees.

Implements the decisions of the governing board through subordinate managers to ensure effective, efficient, and high-quality service is provided to the District’s customers.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Directs and participates in the development of goals, objectives, and policies.
- Oversees preparation and presents to the Board of Trustees plans, programs, and budgets required to accomplish the goals, objectives, and policies of the District.
- Enforces ordinances, policies, rules, and regulations of the District.
- Selects, directs, develops, and evaluates management personnel and other staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
- Negotiates and/or supervises the negotiation of all District contractual agreements subject to the limitations of law and District’s direction; administers and enforces agreements.

- Oversees the development of the annual District budget for approval by the Board Trustees; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board of Trustees.
- Analyzes proposals regarding policies, programs, and services and develops recommendations to the District Trustees; analyzes information pertaining to District services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the District Trustees.
- Administers the preparation of Board of Trustee meeting agendas; attends Board of Trustee meetings; makes oral and written presentations to the District Trustees and to other public and private groups; provides information to the news media and the public regarding District operations; represents the District with other government agencies and in meetings with the public.
- Analyzes proposed legislation and administrative regulations for their impact on District operations; reviews and makes recommendations to the Council/Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Provides direction and support to staff including advice and consultation to the members of the District Trustees; receives, investigates, and resolves complaints and concerns regarding District programs, services, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters. Informs the District Trustees of operational problems and seeks advice and counsel on possible solutions.
- Assists the District Trustees in the development of overall goals of the District; provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the District Trustees and others to develop community and economic development plans.
- Oversees the District's personnel program, including hiring, training, and dismissal of employees; preparation and revision of personnel policies and procedures, job descriptions, classification, compensation, benefits, salary ranges, and establishes criteria for salary increases and evaluation of employees.
- Ensures that the District maintains appropriate insurance coverage.
- Provides administrative support to District Board of Trustees.
- Directs preparation and filing of required documents and public notices in newspapers, libraries, or with government agencies to conform to applicable statutes.
- Provides contract administration for all contracted services provided by others including, but is not limited to, snow removal and sewer maintenance contract.
- Maintains records of all contracts and contractual obligations of the District to ensure timely renewals.
- Manages Out-of-Basin water units
- Ensures compliance with current rules and regulations pertaining to the Nevada Revised Statutes 338.0 (NRS) Public Works Contracting
- Acts as custodian of District documents, records, and files related to all Board matters.
- Manages Buy American and Disadvantaged Business Enterprises compliance

- Political Liaison promoting positive relationships with Governmental and other agencies related to achieving the mission and goals of the K.G.I.D.
- Represent the Board and or the District in the Community, at Legislative Sessions and at other professional meetings as required and as directed by the Board.
- Cooperates with general counsel on all matters which require legal review and comment, assists in defense of claims against the District, and the pursuit of the District's claims against others.
- Ensures that the District adheres to all applicable laws and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability:

Knowledge of principles and practices of management, budgeting, personnel administration; general engineering knowledge; possess knowledge of applicable federal, state, and local laws, rules and regulations regarding local government operations. Possess general knowledge of water and sewer systems and road maintenance.

- Ability to effectively serve as administrative agent of the Board of Trustees; analyze situations and adopt an appropriate course of action; provide leadership; analyze, evaluate, and modify administrative procedures; communicate clearly and concisely, orally, and in writing; establish and maintain cooperative relationships with District Board of Trustees, employees, consultants, the public, and other agencies. Develop policies and goals consistent with Council/Board directives.
- Ensures compliance with Open Meeting Law.
- Effectively administer projects and operations consistent with District policies and goals.
- Plan, direct, and evaluate the work of staff.
- Develop, motivate, and supervise management staff.
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies.
- Establish and maintain effective working relationships with all levels of District staff, elective and appointive bodies, and members of the general public.
- Gain cooperation through discussion and persuasion.
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Implement administrative policies and work programs consistent with regulations and with District policies and goals.
- Understand, interpret, and apply laws and regulations.
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; and

- Communicate effectively in writing on matters related to department policies, funding, and operations.

Special Requirements:

Possession of a valid motor vehicle driver’s license and safe driving record.

Experience and Training:

A bachelor’s degree from an accredited college or university in a business-related or engineering field or five (5) years of progressively responsible experience in an administrative, managerial, or staff capacity in public or private employment involving responsibility for the planning, organization, implementation, and supervision of varied work programs.

PHYSICAL REQUIREMENTS:

Strength and stamina to sit at a desk; vision to read reports, financial data, and maps; hearing and speech to communicate in person or over the telephone; strength and stamina to drive long distances, and to perform occasional light lifting, reaching, bending, and standing for long periods.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the District.

WORKING CONDITIONS:

The General Manager shall be available at all times for emergencies or other demands associated with District activities and programs. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, noise, and inclement weather; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

Employee’s Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee’s Signature

Date Signed

