



Alleghany County Water District

Job Description ~ General Manager

Supervisor: This position is self-directed and answers directly to the Board of Directors

Oversees: Bookkeeper

Assists the Chief Water Operator with Division of Drinking Water reporting and administrative requirements.

Advises the board regarding governmental compliance and administrative requirements for County Water Districts.

Classification: Independent Contractor

Qualifications:

Must be reliable and trustworthy.

A working understanding of Generally accepted accounting principles is required. Governmental accounting experience helpful but NOT required. Managerial accounting experience desired.

Ability to work without supervision and oversee others. Ability to organize tasks, coordinate with multiple participants and follow through to job completion.

Familiarity with Government code related to special districts desired.

Strong communication and writing skills.

Physical Requirements

The physical demands described here are representative of those that must be met to perform the essential functions of this job. This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Job Summary

- Acts as a liaison between the board of directors and staff ensuring that the district's policies and procedures are carried out
- Performs accounting duties including preparation of financial statements and annual budget preparation, works directly with independent auditor to complete annual audit
- Oversees bookkeeper, providing technical support as needed
- Oversees website content and administration
- Oversees the continual development and updating of policies, procedures, and ordinances
- Acts as project manager for State and Federally funded projects (grants)

- Maintains master calendar of administrative tasks and water testing schedule.

Duties

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with district Bylaws, Policies, Ordinances and all related procedures; including the preparation of regular updates with input from board and staff members for board approval.
- Ensure that District Policies are followed by the Board, Officers, and Staff as applicable to their respective positions.
- Assist the Water Operators in the maintenance of up-to-date maps and schematics of the water system and government mandated reporting requirements.
- Assist the Water Operators with scheduling outside contractors for service repair needs.
- Oversee district website including all State mandated updates.
- As grant project manager, this position is responsible for all project related tasks including applying for funding, coordinating meetings, coordinating schedules for all involved parties (government staff, engineers, contractors and district staff), obtaining board approval when required, as well as, setting up and maintaining all accounting records per the terms of the funding agreements.
- Oversee annual audit with Independent Auditing Firm and as required by law.
- Prepare annual budgets (preliminary & final) per Policy # (to be developed) currently outlined in Article VIII of the bylaws.
- Keep the Board of Directors apprised of the financial condition of the district and make reserve fund recommendations as outlined in Policy #500
- Act as deputy secretary in the absence of the Secretary, provide technical support to the Secretary as needed.
- Maintain familiarity with all customer billing procedures and software. Fill in as billing clerk if needed.
- Report to the Board of Directors either orally or in writing at each regular board meeting on the status of pending projects and other items deemed to be of importance.
- Perform other duties as may become necessary.

Compensation:

When filling in as deputy secretary, shall be paid the same as the secretary: Currently \$30 per meeting for up to one hour of meeting time and \$15 per additional half-hour capped at \$60 per meeting.

For all reimbursable work related to the State Funded Projects \$25 per hour.

All other work is on a volunteer basis.

This job description shall be attached to, and made part of, the contract agreement for this position.