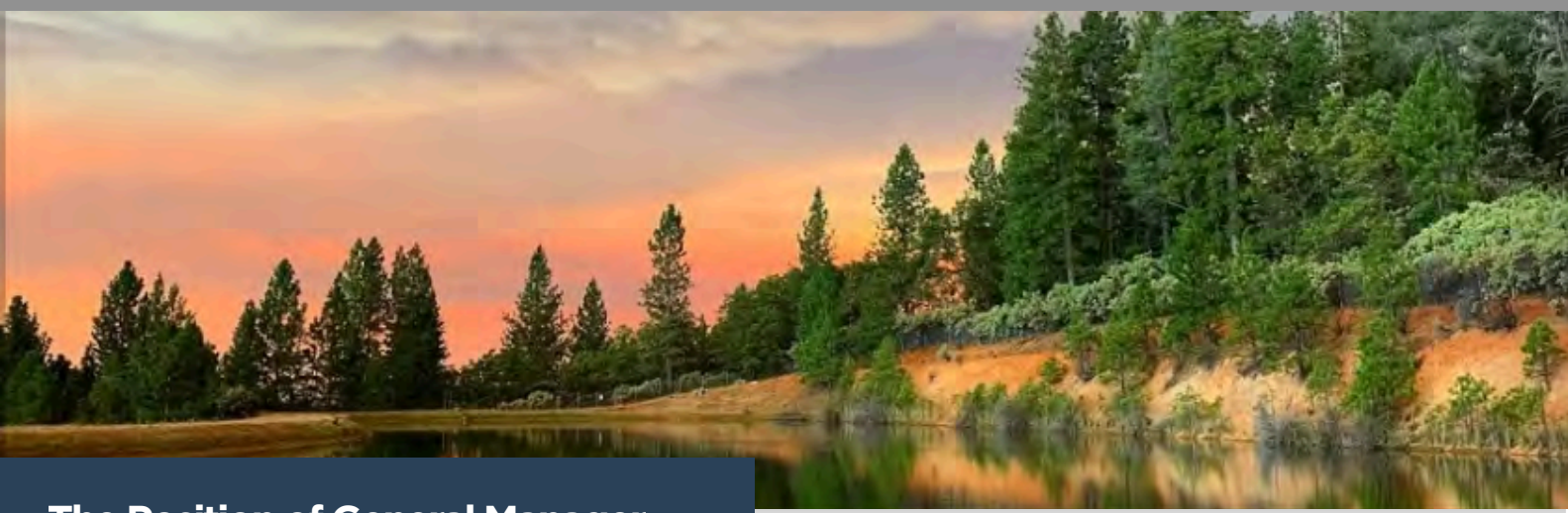




Part-Time General Manager



The Position of General Manager

Under the direction of the Board of Directors, the General Manager is to plan, organize, direct and review the overall administrative and operational functions of the District; to advise and assist the Board of Directors and provide leadership to the organization, ensuring the fulfillment of the District's mission and goals; and to represent the District locally, regionally, and at the state and federal levels.



The Midway Heights County Water District is seeking a Part-Time General Manager

Management Position, At-Will

Salary range: \$45-\$60/hour

Location: 16733 Placer Hills Rd.,
Meadow Vista 95722

- Part-time position approx. 20 hrs/week and 1 board meeting/month
- Benefits negotiable
- Position requires weekly in-office visits with opportunity for hybrid work
- Leadership and supervision of 2 field staff and 2 admin staff, which will include weekly all hands meetings
- Reports to the Board of Directors

The Ideal Candidate

The ideal candidate for this General Manager role will be an energetic, self-motivated and dynamic leader who possesses the following knowledge and abilities (full job specification available on District website):

Knowledge of:

- Principles and practices of modern public utility administration, organization, and services.
- Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public.
- Principles and practices of personnel management, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Principles and practices of safety and risk management, project management, customer service, and budgeting.
- Modern methods, procedures, and computer systems and software applications related to management support, administrative functions, billing, and accounting.
- Correct English usage, spelling, grammar, and punctuation.



Ability to:

- Direct studies and investigations concerning the administration and management of Agency operations and the development of future plans for growth and/or sustainability.
- Prepare and administer the District budget.
- Collect, organize, and analyze data on a variety of topics.
- Prepare and/or review and approve concise and comprehensive reports, documents, correspondence, and public notices.
- Interpret applicable laws, legislation, ordinances, and administrative policies and procedures.
- Evaluate and make recommendations on improvements to existing operations, programs, and services.
- Communicate effectively, both orally and in writing.
- Provide advice and consultation to the Board of Directors on the development of new ordinances, regulations, programs, and policies.
- Use computers, applicable software, and standard office equipment in the performance of job duties.
- Understand and implement regulations and standards involving policy, regulatory, and compliance, and water quality issues.
- Effectively represent, both orally and in writing, the District policies, programs, and services to customers, members of the public, and governmental entities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.



To Be Considered

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying.

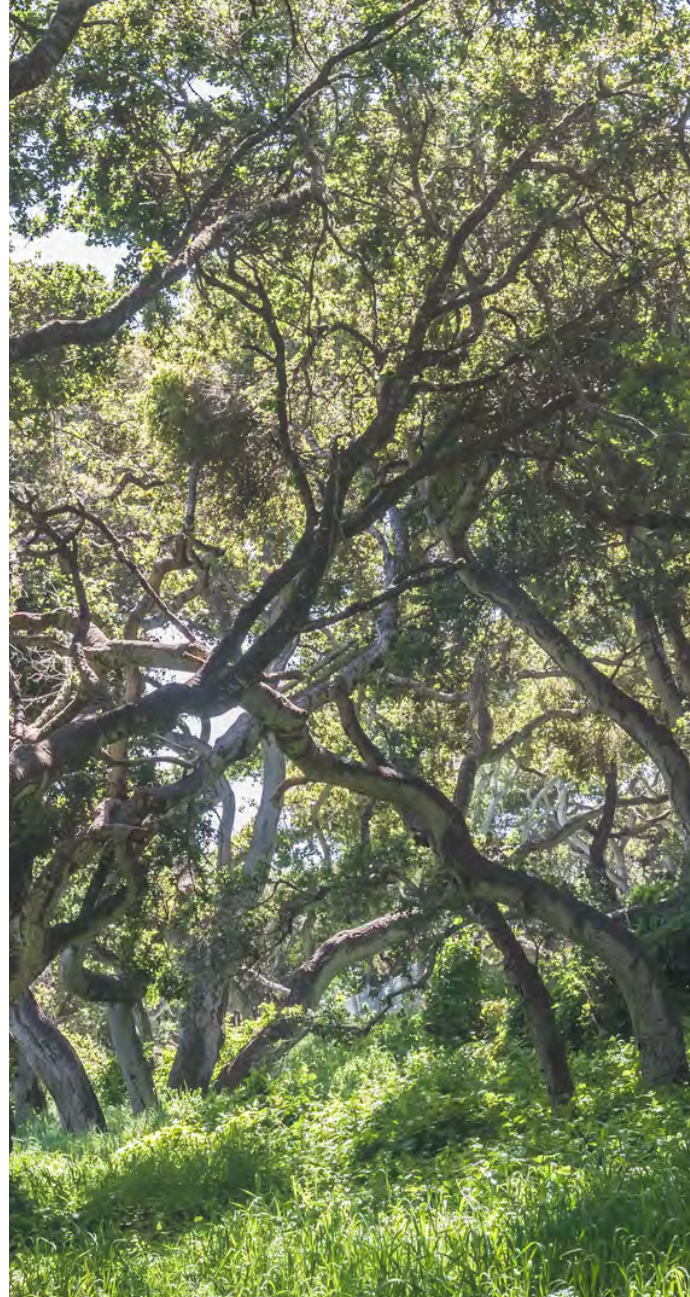
Additionally, the following are desirable qualifications:

- Education: Equivalent to a Bachelor's Degree from an accredited college or university in business administration, engineering, or closely related field is highly desirable. Course work in water distribution and/or water treatment is desirable.
- Experience: Six years of administrative or management position within a public agency, requiring responsibility for the formulation and implementation of programs, budgets, and administrative operations, is desirable.

The Board of Directors may require the following certifications, either as a requirement for employment or after hire:

- State Certification in Water Distribution equal to or greater than the DHS rating of the District which is currently a DII.
- Certification of Backflow Assembly Testers
- Certification of Cross-Connection Control Specialist
- State of California Water Treatment Operator Certificate, Grade I or higher.

Candidates must also possess and maintain a valid California driver's license and an acceptable driving record.



How to Apply

If you are interested in applying for this career opportunity with the Midway Heights County Water District, you may download the application and supplemental questions at:

www.mhcwd.org/employment

Submit your completed District application, resume, and responses to the supplemental questions to: **jobs@mhcwd.org**

Questions? Call 530-906-7797

Midway Heights County Water District reserves the right to extend the filing period as it may find necessary until the position is filled.

The District

Midway Heights County Water District (MHCWD or District) has served four square miles of the unincorporated area of northern Meadow Vista and western Weimar for nearly 70 years. The District provides potable (drinking) water and irrigation water, purchased from Placer County Water Agency and distributed to its customers. The District operates on a fiscal year beginning July 1 and maintains a general fund operational balance of approximately \$750,000 that is accumulated through water service charges, county taxes, and county-managed investment income.

The District has approximately 500 customers (450 drinking water customers, 356 irrigation customers, for a total of 806 active connections). Furthermore, the District has treated storage tank capacity of approximately 470,000 gallons, and approximately 23 miles of mainline pipe built in 1991. The irrigation system includes a reservoir with a capacity of approximately 7 million gallons, 52 fire hydrants available for fire suppression services, and approximately 16 miles of mainline pipe built in 1956.

Governance

MHCWD is a Special District governed by a five-member elected Board of Directors (Board). Board members serve four-year terms and elections are staggered to prevent complete Board turnover in a single election. Two or three seats are generally up for election every even-numbered year. Any U.S. citizen registered to vote within the District's boundaries may file to run for an open seat or to challenge a current director who is running for re-election.

Currently, the District budgets for five employees: A part-time General Manager, two field staff, and two-part-time administrative staff.

