

GENERAL MANAGER

DEFINITION

Under policy direction of the Board of Directors, performs executive, technical, and professional work in leading, directing, and supervising the administration of West Morgan East Lawrence Water and Sewer Authority (Authority) business and functions; performs related work as assigned.

CLASS CHARACTERISTICS

This position has overall responsibility for implementation of the Authority's policies, procedures, and activities, including water resources planning, water treatment and compliance, water distribution, wastewater collection, wastewater treatment and disposal, fiscal management and rate-setting recommendations, administration, engineering, human resources, and overall supervision of all of the Authority's functions and programs. The position is responsible for establishing and accomplishing the Authority's operational goals and objectives, advising, and recommending policy improvements to the Board, and for implementing the policies of the Board on an ongoing and consistent basis.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- ✓ Plans, organizes, coordinates, and directs through staff all work of the Authority;
- ✓ Develops, directs, and implements the goals, objectives, policies, procedures, and work standards for the Authority;
- ✓ Develops and implements long and short-range plans to ensure Authority objectives are achieved;
- ✓ Works closely with the Board of Directors, organizations, and appropriate federal and state agencies regarding Authority programs; advises the Board on issues and programs;
- ✓ Prepares and recommends specific long-range plans and action proposals to the Board; coordinates the preparation and presentation of various agendas, reports, and written materials;
- ✓ Makes final interpretations of state and federal regulations and ordinances, codes, and applicable laws to ensure Authority compliance with the same;
- ✓ Directs the preparation and administration of the annual budget for the Authority;
- ✓ Works closely with the Authority's independent auditors to aid in the review and development of the annual financial statements
- ✓ Represents the Board and the Authority as the primary contact with various governmental agencies, community groups, and business, professional, and other organizations
- ✓ Directs the public relations and communications policies of the Authority;
- ✓ Directs the development and implementation of management systems, procedures, and standards
- ✓ Ensures that the Authority follows all contractual and legal requirements regarding water supply and wastewater treatment;
- ✓ Reviews and executes all Authority contracts; negotiates contract terms when necessary and appropriate;
- ✓ Directs the selection, supervision, and work evaluation of the Authority staff; develops,

monitors, and implements employee relations and staff development activities; plans, organizes, and directs through subordinate supervisors the work of Authority staff and coordinates the work with outside agencies, contractors, and consultants;

- ✓ Acts as the Authority Employee Relations Officer; meets and confers with employees for wages, benefits, and other working conditions; prescribes the duties of employees; and adjusts employees' compensation pursuant to Board policy;
- ✓ Coordinates consultants who prepare engineering plans, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance projects;
- ✓ Holds regular management meetings to communicate expectations, receive feedback, resolve problems, discuss issues, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff's work activities, and provide required resources for work assignments.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- ✓ Administrative principles and practices including goal setting and program and budget development and implementation;
- ✓ Principles and practices of employee supervision;
- ✓ Water treatment and distribution management principles and practices;
- ✓ Wastewater collection, treatment, and disposal methods;
- ✓ Water sampling and compliance management
- ✓ Facilities management practices;
- ✓ Applicable laws and regulations affecting Authority administration;
- ✓ Municipal Bond issuances, ADEM State Revolving Fund financing, and other funding sources impacting service and program development; S & P Global Ratings for municipal bonds and debt service compliance;
- ✓ Principles and practices of construction and service contract negotiation and Administration;
- ✓ Emerging issues in the water and wastewater industry, particularly PFAS compounds;

Ability to:

- ✓ Plan, organize, administer, and coordinate a variety of services and programs including assistance with preparation of the annual financial statements by the Authority's independent auditors
- ✓ Coordinate, negotiate, and recommend preferred financing methods for capital projects to the Board of Directors;
- ✓ Select, motivate, and evaluate staff and provide for their professional development;
- ✓ Develop and implement goals, objectives, policies, procedures, work standards, and internal controls;
- ✓ Analyze complex administrative problems, evaluate alternatives, and adopt effective courses of action;
- ✓ Prepare clear and concise reports, correspondence, and other written materials;

- ✓ Establish and maintain effective working relationships with the Board of Directors, Authority staff; members of local, state, and federal organizations; and representatives of the community;
- ✓ Exercise sound, independent judgment within general policy guidelines;
- ✓ Operate programs within allocated budgets;
- ✓ Respond to emergency and problem situations in an effective manner;
- ✓ Develop comprehensive plans to meet future Authority needs/services;

EDUCATION & EXPERIENCE

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Bachelor's degree from an accredited four-year college or university and a minimum of ten years' experience in water production and distribution, and/or wastewater collection, treatment, disposal and/or, including five years in a managerial role. Experience working with an appointed or elected Board.

LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS

- ✓ An Alabama State Grade 4 Water License including a minimum of five years' experience in the design or operation of membrane filtration
- ✓ Completion of a nationally recognized Utility Management Certificate program in the water and/or wastewater industry.
- ✓ Experience participating in legal proceedings and class action litigation.
- ✓ A vast knowledge of PFAS compounds, associated health advisories, and the potential for current and future regulations from ADEM and EPA.

Qualified candidates email resumes to: wmelsims@hiwaay.net