



VACANT POSITION

External and Internal

Job Title: General Manager
Department: Administration
Reports To: Board of Director
FLSA Status: Exempt

Full Time Position and Full Benefits

A Laguna Madre Water District Job Application is Required to be considered for this position.

Summary:

Under the guidance of the Board of Directors, the General Manager is responsible for planning, directing, and overseeing the district's programs, services, and resources. This includes aligning operations with both short-term and long-term strategic goals, as well as implementing policies and directives established by the Board. The position also involves performing additional duties as assigned.

Essential Job Functions, Duties and Responsibilities:

- Plan, direct, coordinate, and control the daily operation of the organization through the organization's managers including administration, financing, maintenance, operations, engineering, and construction, to affect operational efficiency and economy.
- Exercises full authority to employ, discharge and describe the duties and responsibilities as well as establishes and adjusts the compensation of all employees.
- Responsible for instructing and for performing annual assessments using the LMWD formal annual evaluation form to all personnel that report directly to the General Manager.
- Develops, recommends and implements current and long-range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Attends and participates in District Board Meetings, professional organizations, and community meetings. Prepares and presents reports.
- Provides advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board Approvals.
- Oversee the adequacy and soundness of the organization's financial status and project requests.
- Reviews reports and operate data for the organization and compares them to established objectives and standards. Ensures that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communications throughout the organization.
- Follows District-wide safety policy and practices and adheres to responsibilities concerning safety prevention.
- Responsible for the yearly election process.
- Responsible for all Public Information disseminated.

Knowledge:

- Water utility services, system operations and administration
- Principles and practices of management, supervision, training and public administration.
- Utility commercial and financial practices.
- Local Government and community affairs.
- Public relations techniques.
- Water law and basic legal procedures concerning public utility, including City Ordinances and State and Federal Mandates.
- Safe work practices.

Abilities

Plans, organizes, administers, coordinates and directs the activities of a water agency.

- Oversees and manages the district's budget, ensuring the appropriate allocation and effective utilization of financial resources. Analyzes and interprets financial, technical, and legal data to support informed decision-making. Demonstrates sound judgment to facilitate well-informed and effective choices.
- Analyzes and interprets complex data and draws logical conclusions. Exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instructs and evaluates subordinate personnel.
- Evaluates and recommend improvements to existing District activities, reports and facilities.
- Exercises with a high degree of managerial and administrative skills.
- Establishes and maintains cooperative working relationships with others. Deals tactfully and courteously with the public.
- Communicates clearly and concisely, both orally and in writing.
- Operates standard office equipment, personal computers, internet and Microsoft office software products.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Education:

Any combination of education, training and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A preferred combination includes:

- a) A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering or a closely related field plus
- b) A minimum of ten (10) years of experience in progressively responsible professional water utility administration at the managerial level, or other qualified managerial experience., or other qualified managerial experience.
- c) Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

Other Qualifications:

A Class "A" Water or Wastewater License issued by the Texas Commission Environmental Quality is required.

An employee in this class exercises considerable initiative and independent judgment in directing the activities of the Laguna Madre Water District.

Laguna Madre Water District is an Equal Employment Opportunity Employer

To Apply log in to www.lmwd.org download job application, and send it with your resume to: Human Resources Department or via email to HR_LMWD@lmwd.org Laguna Madre Water