

Edward Farrar Utility District

Position Description

MANAGER

BASIC FUNCTION

To manage and administer all functions, services and activities for the Utility District which provides and operates a public water system and a wastewater system in accordance with the provisions of the State Statutes and under the direction of the Utility District Board. In addition, the Utility District Manager administers and oversees the District's two revolving loan funds, making recommendations to the commissioners for lending to businesses and not-for-profit organizations for economic development and housing opportunities. The Utility District Manager works closely with the District's Treasurer and the Board of Commissioners to develop and manage investment portfolios for reserve funds and loan funds that have been established by the commissioners or the voters of the Utility District.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, oversee/administer, coordinate, monitor, and evaluate the specific functions, services, and operating systems of the District government. Develop and modify facilities/services/systems, in accordance with the District's needs and resources, and state and federal laws and regulations.
- Exercise full supervisory authority directly over all District employees. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like.
- Work closely with the District Clerk and Treasurer, especially in the management of investment portfolios.
- Monitor all District functions, projects, and operations regularly, and deal with a variety of problems that arise daily.
- Coordinate/carry out the preparation and administration of the annual District operating budget, as well as capital budgets. Oversee/carry out investment and borrowing functions including preparation of financial statements. Oversee District accounting systems. Oversee execution of budget and ensure the programs and services the budget supports are effectively provided in as an efficient and cost-effective manner as possible.
- Plays an important role in the advancement of economic development and housing opportunities in the community. Reviews applications for loans from two revolving loan funds and works as a "loan officer" for the Utility District and is the liaison between the District and borrowers to insure, as best as possible, full repayments of the loans over time.

- Oversee/carry out all central personnel management functions, including recruitment and hiring, benefits, wage and salary administration, employee relations and appeals, records, and policies and procedures
- Plan, oversee and coordinate various capital improvement projects.
- Advise the Board on proposed rates, charges and fees for water and sewer services.
- Assist the Board, provide recommendations and oversee the management concerning the ownership, operations, improvement and extension of the public water system and the sewage collection, treatment, and disposal system.
- Research, develop, draft, recommend, rewrite, implement, and enforce a wide range of District operating policies and procedures.
- Attend most District Board meetings, present various plans, proposals and issues to the Board for review, and perform a wide range of liaison functions with the Board.
- Coordinate legal review of cases and policies/procedures with the District's legal counsel.
- Develop recommendations on policy matters for consideration by the Board.
- Serve as a principal District liaison with the Town government, media, community groups, residents, government agencies, other municipalities, contractors, consultants, attorneys, and elected officials.
- Keep abreast of, and apprise District officials regarding the implications of, a wide range of technical and legal developments affecting District operations.
- Facilitate cooperation between the elected select board and the elected district commissioners, especially to allow coordinated efforts between employees of both municipalities to meet the service needs of the entire community.

SUPERVISION RECEIVED

General direction is received from the Utility District Board.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all District employees (except elected officials).

QUALIFICATIONS

The successful candidate will have a minimum of a bachelor's degree from an accredited college in public or business administration along with 4 to 6 years of relevant financial and managerial experience or an equivalent combination of experience and training. Some municipal experience in an administrative or managerial capacity may be helpful.

- Broad base of technical knowledge and skills related to the operation of a municipal utility, including:

- public works and engineering, community relations, □ relevant state and federal law, development grants, and so forth.
- technical knowledge and skills related to budget and personnel management. Relevant experience with computerized management information systems.
- Excellent planning, organizational, administrative, personnel and budget management skills.
- Strong analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Ability to deal effectively with and represent the District to a wide range of individuals and groups outside of the District government, as well as District officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good public relations, negotiating, and coordinating skills.

Adopted: