

**Career Opportunity as District Manager
for
St. Charles Mesa Water District**

The St. Charles Mesa Water District is a quasi-municipal government that serves over 4200 water taps covering a 65 square mile service area located East of Pueblo, Colorado. Pueblo is known for its warm sunny days throughout the year.

The Manager serves as the Chief Executive and Financial Officer of the District. Under the direction of the 7 person Board of Directors, the Manager plans, organizes and directs the administrative, financial and operational activities of the District including the filing of all reports and returns required by the Federal, State and County governments and agencies thereof, in accordance with Federal, Colorado and Pueblo County laws and regulations and in accordance with the District's By-Laws and adopted Policies and Procedures.

The Manager is responsible for all activities in connections with the acquisition of water rights and the construction, maintenance and operation of the District's water treatment facilities and water distribution system and all activities necessary and appropriate thereto.

The Manager also provides a full and complete report and disclosure of all the District's business and affairs including but not limited to, the financial and operational status of the District to the Board of Directors as often as required and no less often than monthly.

Duties and Responsibilities:

- Directs all financial activity for the District, including budgeting, investing, billing and collection. Oversees payment and collection functions. Prepares and monitors the annual budget. Invests District funds for appropriate safe return.
- Prepares board meeting agendas in conjunction with the President of the Board of Directors. Attends all Board of Director meetings. Provides appropriate leadership and direction.
- Charged with the hiring and discharging of all employees. Supervises all District employees and oversees day to day operations of the District.
- Under general directions from the Board of Directors, directs activities of the Legal Counsel, Consulting Engineers and Auditors. Consults with District accountants, attorneys and consulting engineers as needed.
- Oversees necessary elections of board members.
- Responsible for the purchasing and acquisition of necessary supplies and equipment.
- Functions as the public relations spokesman for the District.

- Responsible for the development of long-range plans. Analyzes immediate and long-term infrastructure needs of the District. Prepares anticipated schedules for the expansion, upgrade and/or remodeling of facilities.
- Establishes and maintains critical and extremely helpful relationships with Federal, State and local agencies and organizations.
- Represents the District in legislative matters at local, state and national levels.
- Attends seminars and conferences in the field of water supply, management and Special District laws. Keeps current on legal requirements for operations of a Special District and the changing technology and standards in the water industry.
- Serves on outside boards and represents District interests.
- Functions as liaison with prospective and current patrons and land developers and other political subdivisions.
- Monitors the District's water rights and recommends to the Board of Directors necessary actions required to preserve those rights.
- Carries out Board Policies and Procedures.

Other Duties and Responsibilities:

- Performs all other duties as assigned.
- Employee is held accountable for all duties of this position.
- Employee ensures that all duties and responsibilities are performed in a timely manner.
- Subject to performance reviews

JOB QUALIFICATIONS:

EDUCATIONS, TRAINING AND EXPERIENCE:

Ten years experience performing work in a field related to water resources and business administration or an equivalent combination of education and experience.

Current Class A Water Treatment Certification required.

Current Class IV certified water distribution system.

Ten years experience working for a water system with a Class A certified water treatment plant.

The above statements are intended to describe the general nature and level of work being performed by the individual selected for this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by the personnel within this classification.

Salary is dependent on qualifications

The St. Charles Mesa Water District has an excellent Benefit package

District will provide a company vehicle to be used for District business and travel to work.

The St. Charles Mesa Water District is an equal opportunity employer

To apply for this position, please submit your resume to the attention of Susann Long, Office Manager, SCMWD Office, 1397 Aspen Road, Pueblo, CO 81006 or email her at susann.long@scmwd-pueblo.org with District Manager Application in the Subject Line:
Thank you.