

**FREMONT SANITATION DISTRICT
JOB DESCRIPTION**

TITLE: DISTRICT MANAGER
REPORTS TO: BOARD OF DIRECTORS
SALARY RANGE: \$140,000 - \$160,000
FLSA STATUS: EXEMPT

JOB SUMMARY

- Manage the Fremont Sanitation District.
- Provide direction, leadership, and general oversight for all wastewater operations of the District.
- Facilitate the development of strategy and policy in collaboration with the Board of Directors, and as supervisor of other management personnel.
- Serve as the District liaison for primary contact within the community, region, and nationally with regards to policy and operational initiatives and activities.
- Manage the District's employees.

GENERAL STATEMENT OF RESPONSIBILITIES AS SET FORTH IN THE BYLAWS OF THE DISTRICT

The District Manager's responsibilities are to manage the District, to include implementing the policies of the Board; fiscal management of the District (in cooperation with the auditor as appropriate); coordination of legal considerations through legal counsel; recruitment, hiring and firing of employees; District media coverage and promotion campaigns; apply for grants and other outside funding; future planning; intergovernmental relationships; making purchases as and to the extent authorized; operating and maintaining District facilities; coordination and implementation of capital improvement projects approved by the Board; and complying with all environmental and other legal requirements of the District.

Typical duties of the District Manager include the following:

- Prepare and present the annual proposed budget.
- Prepare a monthly list of bills to be presented to the Board.
- Prepare an agenda for each regular meeting of the Board.
- Prepare minutes of Board meetings and distribute to Directors in the manner set forth in the bylaws.
- Attend Board meetings and take part in discussions of all matters and issues involving the District.
- Administer the District's personnel policies.
- Administer the District in accordance with policies and directives of the Board, in accordance with local, state and federal law and in accordance with sound management practices.

ADDITIONAL AND RELATED DUTIES AND RESPONSIBILITIES

- Oversee and maintain the District's financial affairs, ensuring full compliance with all state and federal financial and grant requirements, and compliance with all accounting principles applicable to governmental entities.

- Provide leadership to the workforce on a broad range of issues affecting District functions.
- Represent the District on critical wastewater utility and environmental issues, such as wastewater discharge governance.
- Provide strategic and policy direction to the District's departmental areas including automation, financial management, and planned system/facility engineering.
- Manage the day-to-day administration of the District, including budgets, personnel, labor relations, and customer issues or requests.
- Recruit and retain qualified personnel at all departmental levels, consistent with applicable laws and regulations.
- Oversee District strategic planning efforts addressing District-wide policy and management issues.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Perform and/or direct research into new technologies, trends, for program/equipment implementation recommendation that will promote the achievement of District objectives efficiently.
- Promote, perform, and/or direct planning presentations for public involvement programs with neighborhoods, businesses and other community groups.
- Coordinate District activities with other Governmental Agencies to ensure a consistent approach towards common projects and interests.
- Provide the Board with all information necessary for sound decision, policy establishment and decision making.

SUPERVISION RECEIVED AND EXERCISED

- Work directly for the Board of Directors, implementing policies established by the Board and managing the District on behalf of the Board.
- Supervise all managers and, in turn, all employees of the District.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduate from an accredited four-year or longer accredited college or university with an administration or management emphasis or other related equivalent fields.
- Five or more years of progressively responsible experience related to management or within a leadership capacity with public wastewater utilities or related public or private utilities.
- Licensure in wastewater treatment not required, but helpful.
- Demonstrated knowledge of governmental budgeting and accounting.
- Or any equivalent combination of education, experience and training that in the opinion of the Board adequately substitutes for any of the foregoing requirements.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

The person in this position must be able to perform each essential duty satisfactorily to be successful. The requirements listed below are representative of the knowledge, skill, and/or ability required and should not be considered inclusive. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field or at the plant.
- Exposure to toxic and noxious materials and chemicals.
- Strength and coordination to manipulate files and other items weighing up to 10 pounds hourly and weighing up to 25 pounds weekly.
- Ability to ascend hallways and stairways on a regular basis and manipulate items from ground level to above five feet on a regular basis.
- Ability to drive an automobile or light truck.
- Many duties are performed personally by car and will provide exposure to the elements and inclement conditions as they occur.
- Ability to communicate effectively with others in various settings, including staff members, in meetings with the public and other governmental agencies and the media.