



## **JOB DESCRIPTION**

**Date:** February 15, 2010

**Job Title:** District Manager

**FLSA Status:** Exempt

**Reports To:** District Board of Directors

### **POSITION SUMMARY**

Under the policy direction of the Board of Directors, the District Manager serves as the chief executive officer of the District and implements Board policy. The District Manager determines and executes administrative, financial, and operational policies. The District Manager is responsible for planning and design of facilities, construction, operation and maintenance of facilities and the administration of the business affairs of the District. The District Manager supervises all District employees and works closely with legal/engineering/renewable water/auditors and other advisors.

### **RESPONSIBILITIES**

#### **A. Planning and administration**

1. District Renewable Water Plan
  - a. Work with consultants of the District on acquisition and implementation of the renewable water plan.
  - b. Coordinate partnerships with other water providers as necessary.
  - c. Administer water exchanges.
  - d. Provide water accounting for water rights owned by the District.
  - e. Pursue additional water rights, storage, and transmission to fully utilize the existing assets of the District.
  - f. Represent the District in area wide renewable water authorities.
2. District Financial Planning
  - a. District Budget Officer. Preparation of budget, including required and necessary publications, legal notices, resolutions, certifications, notifications and correspondence associated with the adoption of the annual budget and certification of the tax levy. Submit budget to Board of Directors by October 15th for review. Final approval by December 15th of each year.
  - b. Analyze the long and short-term financial requirements and presents proposals to the Board to meet those needs.
  - c. Reviews the Financial Statements prepared by the District Finance Manager, which presents an overview of the financial condition of each area of services, (i.e. the enterprise fund, the debt service fund, and the general fund). This

function will be in conformity with generally accepted accounting principles as set forth by the Government Accounting Standards Board (GASB) and the Colorado Division of Local Affairs. Presents this information to the Board of Directors on a monthly basis.

- d. Supervises the monthly preparation of checks and coordination of postings.
- e. Insurance administration, including evaluating risks, comparing coverage, processing claims, completes applications, monitors expiration dates, processes routine written and telephone correspondence, etc. Ensures that all contractors and subcontractors maintain required coverage for the District's benefit.
- f. Analyzes the financial condition and alternative financial approaches, and coordination of bond issue preparation.

**2. Capital Improvements**

- a. Proposes long and short-term capital improvements.
- b. Coordinates with District consultants the planning, design and construction of various capital improvement projects within the District for the health and well being of people of the District.
- c. Serves as Board of Director liaison between the Board and consultants and advises the Board of the performance of their service.
- d. Draft proposals, bidding contracts and construction administration, and supervision of contractors.

**3. Operations and Maintenance**

- a. Coordinates and directs the operation and maintenance services required for each area of service and general administration with District staff and consultants.
- b. Conducts periodic meetings with District staff to review and discuss the District's activity and to develop future directions to follow.
- c. Establishes and maintains system for selling and recording water and sewer taps including an inventory management system.
- d. Keeps and maintains accurate files of all contracts concerning the facilities, and all other records necessary to the orderly administration and operation of the facilities.
- e. Keeps and maintains accurate files of all tracts, easements and property owned by District.
- f. Maintains an inventory of all assets owned by the District.
- g. Provides for emergency preparedness, consisting of a centralized telephone number maintained to provide adequate response to emergencies, including but not limited to, interruption of service because of line breaks, freeze-ups, or other mechanical problems.

**4. Monitors Present and Future Requirements of District Services**

- a. Reviews developers' future projects or portions of projects, which will require services from the District.
- b. Protect water rights and sanitation obligations, monitors District rules and regulations, and state and local regulations.
- c. Make applications for, and administers, various state and federal grant programs, and operates and maintains the facilities in accordance with the

- requirements of such programs.
- d. Develops water and sewer rate and fee schedules.

**5. Monitors Present and Future Requirements of District Services for Outside District Users**

- a. Reviews requests from out of District users and reports to the Board of Directors services that are being requested, which might require certain or all services from the District.
- b. Protects all water rights and sanitation obligations, monitors District rules and regulations, state and local regulations.

**6. Coordination of all Board Meetings**

- a. Notification of upcoming meetings and cancellation of meetings.
- b. Preparation and distribution of agenda and information packets.
- c. Preparation and distribution of meeting minutes.
- d. Attendance at Board meetings.
- e. Preparation, filing and posting of legal notices required in conjunction with the meetings.
- f. Informs the Board of upcoming elections and statutory changes within legislature.

**7. Oversee Rules and Regulations**

- a. Enforces rules and regulations to ensure orderly and uniform planning, design and administration of the water, sewer and storm drainage systems of the District.
- b. Provides for review and Board approval of design and construction of facilities and to provide for orderly and uniform administration and operations of all facilities and functions of the District.
- c. Promotes the health, safety, property, security and general welfare of the District residents.

**8. Miscellaneous**

- a. Oversees the District election.
- b. Responds to inquiries, questions and requests for information from the District's property owners, residents and others.
- c. Coordinates legal matters concerning the District.
- d. Attends and represents the District at meetings with governmental authorities, utility companies or organizations or companies having interest in or jurisdiction over the District.
- e. Voting member of the Douglas County Water Resource Authority, and the South Metro Water Supply Study Board.
- f. Voting member of the Castle Pines Parks Authority.

**B. Delegated Responsibilities**

- 1. Direct supervision of the following positions;
  - a. Utility Systems Manager hired by the General Manager.
  - b. Operates and maintains both the water, wastewater, and storm drain systems in accordance with all applicable statutes, rules and regulations.

- c. Parks and Open Space Manager hired by the General Manager.
- d. Operates and maintains all Districts' open space/parks/recreation property.
- e. District Finance Manager, hired by the General Manager.
- f. Maintains all financial records, customer records, and administrative records of the District.

## **QUALIFICATIONS AND EXPERIENCE**

- Thorough understand of renewable water systems.
- Knowledge and familiarity with the water court process for water rights, storage rights, exchange filings, and water transmission.
- Understanding of the tributary and non-tributary water systems in Colorado, and the potential for partnering with other entities.
- Understanding of general operations, functions and purposes of a metropolitan district and environmental issues affecting such operations.
- Familiarity with modern management practices, including: municipal finance, supervision and organizational development.
- Expertise in managerial, leadership, and interpersonal skills essential to demanding and visible activities within the District and the community.
- Awareness of laws and regulations pertaining to metropolitan districts.
- Knowledge of safe working procedures and practices.
- Comprehension of fiscal management and decision-making.
- Ability to coordinate critical operations during emergencies involving the District.
- Willingness to ensure the timely and economic completion of necessary projects, reports, studies as required by the Board.
- Communicate in an effective manner with the Board, and all other interested groups including all governmental agencies.
- Establish and maintain cooperative working relationships with all such groups including representation of the District's interest with all news media.
- Graduation from an accredited college or university or equivalent business and/or public administration experience. Course work in engineering, or accounting, or a closely related field advantageous. An advanced degree in one of the above areas is highly desirable.
- Five (5) years of senior level managerial experience with five (5) years of experience as general manager or chief financial office of a governmental or special district.
- Must possess and maintain a valid Colorado driver's license. Able to provide a current Motor Vehicle Record.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by and 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.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand, walk, feel and operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch.

Ability to lift and/or move 25 pounds. Specific vision abilities required including close vision, distance vision, and the ability to adjust focus.

**DEADLINE FOR APPLICATION SUBMITTAL:**

March 1, 2010

**PLEASE SUBMIT LETTER OF INTEREST AND RESUME TO:**

Janet Burnham, District Administrator

*Submittal via mail:*

Castle Pines North Metropolitan District

7404 Yorkshire Dr.

Castle Rock, CO 80108

*Submittal via email:* [janet@cpnmd.org](mailto:janet@cpnmd.org)