

CASTLE PINES NORTH



METROPOLITAN DISTRICT

District Manager Job Description

Date:	May 2022
Job Title:	District Manager
FLSA Status:	Exempt
Reports to:	Castle Pines North Metro District Board of Directors
Salary/Benefits:	\$150K to \$175K/year, health insurance, paid vacation, PERA retirement in lieu of social security, and matching 401(k).

About the Castle Pines North Metro District

Established in 1984, the Castle Pines North Metropolitan District (CPNMD) is a Title 32 Special District located in northern Douglas County, Colorado. CPNMD provides the community's water & wastewater utilities, maintains the storm drainage system, and maintains 352 acres of open space, fourteen miles of trails, and three parks. CPNMD serves approximately 3,500 residential and commercial customers (rooftops) in Castle Pines — about 11,000 residents — west of I-25.

Job Description Summary

Under the direction of CPNMD's five-member board of directors, the district manager serves as CPNMD's chief executive officer (CEO) and works with and through CPNMD's staff/consultant team and other professionals to achieve board objectives. The district manager works closely with the water and wastewater manager; the parks, trails & open space manager; chief legal counsel; water counsel; District engineer; finance director; communications director; and other senior-level professional staff and consultants. The district manager also serves as the primary point of contact with CPNMD's strategic partners like Plum Creek Water Reclamation Authority, Chatfield Reservoir, Centennial Water & Sanitation District, City of Castle Pines, Douglas County, The Village, Denver Water, Denver Mountain Parks, South Metro Water Supply Authority, Special District Association of Colorado, Aurora Water, Parker Water & Sanitation District, etc.

To view CPNMD's mission and core objectives, please visit <https://cpnmd.org/about>.

I. DISTRICT MANAGER'S CORE RESPONSIBILITIES

The board of directors' primary goal is to obtain renewable water sources and consolidate with another water and/or wastewater utility to secure greater efficiencies and economies of scale and reduce costs and risks associated with the CPNMD's current structure and water resources. To achieve that goal, directors and the staff/consultant team have performed enormous work. With board direction and participation, the primary core responsibility of the district manager is to fulfill his/her fiduciary and stewardship obligations for the community's water, wastewater, stormwater, parks, trails, and open space services, while building on CPNMD's work the last four years to achieve water and wastewater utility Inclusion as soon as practicable.

A. Planning and Administration

1. Work with CPNMD board to consider transferring CPNMD's existing stormwater O&M responsibilities (MS4 Permit) to the City of Castle Pines.
2. Implement the board's vision of securing the community's renewable water future wisely and at less cost than the voter-rejected \$120 million and \$103 million renewable water plans of 2016 and 2018, respectively.
3. Be available to meet, discuss, tour, and work with the CPNMD board in formulating any new terms and conditions of a future Inclusion agreement.
4. Secure the responsible Inclusion of CPNMD's water & wastewater utilities with a larger water and wastewater utility that will work with CPNMD in good faith, possesses superior economies of scale, and charges lower rates, and assesses lower mill levies than CPNMD.
5. After the successful Inclusion of CPNMD's water and wastewater utilities with a larger water and wastewater service provider, responsibly secure the Inclusion of CPNMD's parks, trails, and open space assets and stewardship responsibilities with the City of Castle Pines.
6. Handle all matters the board of directors requests pertaining to the lawful administration and operation of CPNMD not otherwise covered in this job description.

B. Finance

1. Annually implement outside, independent water, wastewater, and stormwater cost-of-service rates and fees study. Said study will serve as the basis for the board's annual consideration of rate and fee adjustments and operating budget.
2. Work with the finance director to prepare and submit an annual draft budget to the board of directors for initial review and comment by October 15th and final approval by December 15th.

3. Work with legal counsel to prepare the timely publication of budget-related legal notices, resolutions, certifications, notifications, and correspondence associated with the adoption of the annual budget and annual certification of CPNMD's mill levy.
4. Review the finance director's monthly, quarterly, and annual financial statements, which present an overview of the financial condition of each service area (e.g., three enterprise funds, the debt-service fund, and the general fund). In so doing, ensure conformity with generally accepted accounting principles from the Government Accounting Standards Board (GASB) and the Colorado Division of Local Affairs.
5. In the absence of the finance director at monthly meetings, be prepared to present relevant financial information to the board of directors.
6. Supervise the monthly preparation and distribution of checks and the timely payment of all staff and contractors.
7. Retire CPNMD's remaining debt as soon as practicable.
8. Administer insurance, evaluate risks, compare coverage, process claims, complete applications, monitor and comply with expiration dates, process routine written and telephone correspondence, etc.
9. Work with the finance director to analyze CPNMD's financial condition and alternate financial approaches, and coordinate bond issue preparation as necessary.

C. Capital Improvements

1. Invest resources sufficient to eliminate CPNMD's remaining deferred maintenance in all service areas.
2. Propose to the board and subsequently administer board-approved short- and long-term capital improvements in all service areas.
3. Coordinate with CPNMD's staff/consultant team to deliver capital improvement projects newly underway, including:
 - a. Upgrade all CPNMD's lift stations; and
 - b. Implement planned improvements to Coyote Ridge Park, including pickleball courts, tennis courts, a new skatepark, landscaping, and entryway improvements.
4. Work with staff/consultant team and legal counsel to draft proposals, bidding contracts, construction-administration contracts, and performance contracts.

D. Operations and Maintenance

1. Conduct periodic planning meetings with staff/consultant team.

2. Coordinate with CPNMD's staff/consultant team to execute best practices O&M on all CPNMD facilities and services, including the Castle Pines North Community Center and surrounding grounds.
3. Establish and maintain an inventory management system for selling and recording water and sewer taps.
4. Maintain accurate files of all contracts concerning CPNMD facilities and other records necessary for the orderly administration and O&M of facilities.
5. Maintain accurate files of all easements, tracts, and CPNMD property.
6. Maintain accurate inventory of all CPNMD assets.
7. Monitor planned development projects that may seek CPNMD service or otherwise impact CPNMD or its customers.
8. Strictly protect and enforce all water rights and sanitation obligations.
9. Aggressively pursue and administer state and federal grants, and operate/maintain facilities per the requirements of each such grant.
10. Monitor CPNMD's internal rules and regulations and propose refinements as necessary.
11. Monitor local and state regulations and propose refinements as necessary.
12. Review extra-territorial service requests and promptly report them to the board of directors.

E. Emergency Preparedness

1. Maintain a 24/7 emergency response telephone number to which on-call staff/consultant team members must respond within 20 minutes.

F. Board Meetings

1. Participate in monthly board meetings and periodic special board meetings and study sessions.
2. Prepare and distribute board packets on the Thursday before the Monday board meeting each month.
3. Distribute meeting minutes.
4. Prepare, file, and post required legal notices for all meetings.
5. Inform the board of upcoming elections.
6. Inform the board of potential regulatory and statutory changes and impacts on CPNMD and its customers.

G. Rules and Regulations

1. Enforce rules and regulations to ensure orderly and uniform planning and administration of all CPNMD service areas.

2. Promote the health, safety, property, security, and general welfare of all CPNMD residents.

H. Miscellaneous

1. Attend and represent CPNMD at meetings with government jurisdictions, utilities, and other entities interested in CPNMD.
2. Serve as a voting member on:
 - a. Plum Creek Water Reclamation Authority; and
 - b. Chatfield Reservoir Mitigation Company.
3. Contract for the administration of CPNMD elections by a qualified Designated Election Official, preferably via legal counsel or the Douglas County Clerk & Recorder.
4. Collaborate with legal counsel on legal matters.
5. Collaborate with the finance director on all financial matters.
6. Collaborate with the communications director on messaging and constituent communications.

J. Delegated Responsibilities

1. Directly supervise the following positions:
 - a. Water & Wastewater Utility Operations Manager
 - b. Parks, Trails & Open Space Manager
 - c. Legal Counsel*
 - d. Water Counsel*
 - e. Chief Engineer*
 - f. Finance Director*
 - g. Communications Director*
 - h. Front Office Customer Service Representatives
 - i. Billing Manager

(*CPNMD's chief legal counsel, water counsel, chief engineer, finance director, and communications director report directly to the board president and district manager.)

II. QUALIFICATIONS AND EXPERIENCE

- A. Possess an understanding of the roles, functions, and general operations of Title 32 special districts and metropolitan districts (as distinguished from cities and counties) in Colorado.

- B. Possess a general understanding of metro district rules, regulations, and best practices.
- C. Possess an understanding of renewable water economics, systems, and opportunities within Douglas County, the Denver-metro region, and the state.
- D. Exhibit a working knowledge of metro district Inclusion and Dissolution processes.
- E. Possess a depth and diversity of relevant private sector experiences and successes applicable to the board's desire to execute multiple Inclusions and subsequently dissolve CPNMD.
- F. Exhibit expertise in metro district organizational leadership and management in water and wastewater utility, stormwater system, parks, trails, and open space O&M.
- G. Manage CPNMD in a fiscally conservative/responsible way.
- H. Exhibit active-listening skills and warm interpersonal skills.
- I. Commit CPNMD to best practices and procedures to maintain a safe working environment in all service areas.
- J. Coordinate critical operations during emergencies.
- K. Ensure the timely completion of projects, reports, and studies as the board requests.
- L. Communicate effectively with directors, the board, employees, staff/consultant teams, neighboring jurisdictions, and other government agencies.
- M. Graduation from an accredited college or university or equivalent business and/or public administration experience.
- N. Possess a minimum three (3) years of senior-level metro district management experience.
- O. Maintain a valid Colorado driver's license and provide a current motor vehicle record.

III. PHYSICAL DEMANDS

The district manager must exhibit the physical ability to perform the essential functions of this job. CPNMD will make reasonable accommodations to enable qualified individuals with disabilities to perform essential functions.

While performing the duties of this job, the district manager will be required to reach with

hands and arms, stand, walk, sit, climb, balance, stoop, kneel, crouch, and feel and operate objects, tools, and controls.

On occasion, the district manager may also be required to lift or move 25 pounds. The district manager must possess specific vision abilities, including close vision, distance vision, and the ability to adjust focus.

For more information, please contact:

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