



**Galveston County WCID #1  
General Manager  
Job Description  
05-30-18**

**Job Title:** General Manager

**Reports To:** District's Board of Directors.

**Appointment/Dismissal:** Shall be appointed by a majority of the District's Board of Directors. Can be dismissed with the approval of a majority of the District's Board of Directors.

**FLSA Status:** Exempt

**Position:** Considered "At Will" per Texas Law

**Annual Performance Review/Compensation:** Shall receive an annual performance evaluation from the District's Board of Directors. The Board of Directors shall determine compensation or changes to compensation.

**Authority and Responsibilities:**

- Provides leadership, effectively utilizes resources, guides the understanding and behavior of all personnel toward accomplishment of the District's goals and objectives.
- Develops strategies for accomplishing long and short-term goals of the District as established by the Board of Directors and assesses the effectiveness of plans, systems and operations.
- Gains the understanding, support and effective action of personnel to achieve objectives. Manages internal and external customer relationships.
- Ensures that the District's customer/Board interests are protected.
- Acts as primary liaison between Federal and State regulators and regulatory agencies and the District.
- Establishes and maintains a working relationship with Federal, State, County and Local officials.
- Establishes and maintains a working relationship between the District and the City of Dickinson, as it relates to coordination of utility services within the streets and rights-of-way of the City.
- Assists, where appropriate, the City of Dickinson in economic development activities where District utilities are to be provided.
- Initiates short-term/long-term planning activities for new construction or acquisition of capital purchases.
- Coordinates projects, activities, and priorities between departments focusing on providing quality services.



- Assists in preparation of annual budget.
- Assures that appropriate communication exists between the Board of Directors and the General Manager including updates to special projects and providing information when emergencies or special circumstances require immediate notification.
- Assesses management and budgetary concerns of the Board of Directors. Coordinates all computer hardware and software system's operations and maintenance.
- Assures that employees have initiated and accomplished personal, technical, and safety training and developmental plans in line with organizational objectives.
- Supports preventive safety measures and enforces the District's safety policies and procedures.
- Identifies the need and availability of adequate supplies and equipment.
- Demonstrates competency in management skills that support personnel efforts and quality processes.
- Demonstrates ability to make reasoned and good decisions.
- Demonstrates knowledge and experience in emergency management.
- Represents District's interest in community affairs.

### **Requirements:**

- The General Manager should possess at least a bachelor's degree from an accredited college or university in Business, Public Administration, Engineering or a related field. (Exceptional work experience may substitute for a college degree.) In the alternative, a history of continued growth in management and leadership responsibilities, such as but not limited to Assistant General Manager/Manager or Department Director, and a record of and continued desire for personal and professional growth opportunities.
- The General Manager should have at least five (5) years broad experience in local government upper management or business upper management. Can demonstrate a knowledge of finance (municipal preferred), public works operations, infrastructure operations, water and wastewater treatment and planning. Experience in capital improvement projects, as well as, knowledge of State and Federal grant and regulatory programs is also desired.
- High degree of understanding in use of accounting formulas for budgeting and purchasing duties.
- Ability to exhibit innovation in the development of new/improved methods or approaches to problems.
- Ability to encourage productive work environment among water/wastewater personnel, ability to set standards and expectations for all District employees; ability to communicate in a professional manner with District personnel, the Board, vendors and members of the public.
- Ability to deal effectively and courteously with customer complaints and concerns utilizing problem analysis and problem-solving skills.
- Must be able to utilize good judgment, demonstrate ethical behavior and possess ability to function as an integral part of the organizational structure.



▪ **Knowledge or Skill Proficiencies:**

- Knowledge of Federal, State and Local laws/regulations bearing on District programs.
- Knowledge of business practices and protocol.
- In depth understanding of municipal operations.

▪ **Special Aptitudes and Abilities Required:**

- Excellent communication skills, both verbal and written. Must be able to make effective presentations to District's Board of Directors, social and civic groups, negotiate with high-ranking officials, and represent the District in formal, as well as, informal settings.
- Outstanding administrative skills, to include ability to plan, organize and direct multiple projects of significant importance to the public.
- Ability to create a motivating work environment for administrators of diverse talents and personalities.
- Philosophy oriented toward serving the public and acting as a role model for other employees' interactions with the public.
- Outstanding problem-solving and analytical skills; must be able to find solutions to problems for which there may be no precedent.

▪ **Required Licenses, Registries and Certifications:**

- Valid Class C Texas Driver's License and a good driving record.

**Working Conditions (General):**

- Standing, walking, hand coordination, vision, hearing, listening, verbal and written communication skills, reading and comprehension skills, lifting, carrying, reaching, bending and driving.
- Climate-controlled office conditions (majority of the time) and extreme outdoor weather conditions. Occasional exposure to caustic substances, noise, vibrations, hazardous chemicals, poison ivy, insects, wildlife, raw sewage and communicable disease bacteria.

**Scheduled Work Hours:**

- Full-time workweek is 40+ hours.
- Mondays thru Thursdays are 9-hour work days; Fridays are 4-hour work days.
- Position requires a standard work schedule that will include evening and/or weekend hours.



- Attendance is an essential function of this position. Must report to work as scheduled and in a timely manner.
- Position may require 24-hour availability during emergency conditions.

**NOTE:**

Any applicant receiving a bona fide job offer for this position will be required to follow all procedures included in the Employee Personnel Manual for newly hired employees, including but not limited to undergoing and passing a pre-employment physical examination, pre-employment drug screening and criminal and financial background check prior to employment.

All positions at the District require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required based upon job-related needs for communication with the general public and/or co-workers.

The Galveston County Water Control and Improvement District No. 1 is an equal opportunity employer.

**The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.**

**The Job Description does not constitute an employment agreement between the District and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.**