



Job Announcement

General Manager

May 30, 2018

General Announcement

General Manager

**Galveston County Water Control and Improvement District No. 1
Dickinson, Texas 77539**

The Galveston County Water Control and Improvement District No. 1 (District) is seeking applicants for the General Manager's position. The District's General Manager has announced his retirement and has been serving in this capacity since 2004. There have been four General Managers since the inception of the District in 1938.

The District's service area has approximately 8,000 accounts with an estimated population of 25,000 people.

The District provides water delivery and wastewater collection and treatment services (utility services) in its service area. In addition, the District contracts for refuse (solid waste) collection services to approximately 900 customers within the District boundaries but outside the city limits of Dickinson. Finally, the District collects a fee for fire protection services from customers. The revenue collected from the Fire Protection Services Fees is passed directly to the Dickinson Volunteer Fire Department on a monthly basis.

Compensation and Benefits

- **Salary.** Depending on qualifications and experience.
- **Benefits.** The District participates in the Texas County and District Retirement System (TCDRS) (7%, 2:1). The District provides health/dental/vision insurance at 100% for the employee and dependents currently at 67% (subject to change, but no different than other employees). The District does NOT participate in the Social Security System. A car allowance will be provided. The District will provide a cell phone. The District will pay for professional association dues and participation in limited civic club memberships. The District provides for all employees a \$40,000 Basic Life and AD&D policy. In addition, the District pays the premium for a Long-Term Disability policy, and the District annually pays Longevity Pay after one (1) year of employment at \$7/mo./yr. of service.

Job Description (Summary)



DEFINITION

To plan, direct, manage and oversee the activities and operations of the District including the departments of Water and Wastewater Operations, Wastewater Treatment, Finance, Human Resources and any other departments that may be established; to coordinate activities among and between District departments and outside agencies; and to provide highly responsible and complex administrative and policy development and implementation support to the District's Board of Directors.

Must have the ability to encourage a productive work environment among all personnel, ability to set standards and expectations for all employees, ability to communicate in a professional manner with District personnel, the Board, vendors and members of the public. Must have the ability to deal effectively and courteously with customer complaints and concerns; be able to use good judgement, make sound decisions, demonstrate ethical behavior and possess ability to function as an integral part of the organizational structure.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the District's Board of Directors.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

To receive a full copy of the General Manager's Profile and Job Description with all requirements for applying, please go to the District's website, www.wcid1.com.

Job Requirements

Education or equivalent:

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.

Experience:

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.

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

To Apply:

Send resume by email only to Ron Cox at Ron Cox Consulting.
Applications will not be accepted after June 30, 2018.

rcox@roncoxconsulting.com