

Skills and Knowledge Requirements
Cache Water District Manager
February 2018

- A minimum of a Bachelor's Degree in Business Administration, Public Administration, Engineering, Law or a closely related field in the area of water development and water management AND five years of directly related experience in water law, water management, and water development; must be able to speak, read, and write in English
- Demonstrated problem solving skills in past employment positions which will assist in bringing water entities, owners, and user together in developing unified goals and objectives and communicating the same with local leader, state agencies, state legislators, and the general public
- Must have excellent communication skills both oral and written
- Must possess certification in Rural Water Rights Management
- Desire previous grant writing experience; must have strong grammar, spelling, and writing skills
- Expected to comprehend memos, letters and correspondence and share information in one-on-one situations. Must be able to construct detailed memos, correspondence and reports. Required to actively lead and participate in group meetings and discussions. Must be able to make presentations before various groups and the news media on the District's behalf.
- Expected to apply common sense, analyze data and interpret results yielding varying outcomes that have an ultimate impact on overall District operations. Such work might include developing and communicating strategies for water supply development and all related issues in dealing with leaders of government and regulatory agencies, the Board, future employees, news media, the state legislature, retail and wholesale customers, the environmental community and the general public.
- Expected to provide direct service to the Board, customer agency leaders and political leaders and officials of federal, state and local governments including the Governor and staff, legislators, state agency division directors, county commissioners, mayors, city managers, and city council members. Provide occasional service to retail customers, property owners, and the general public, contractors, consultants, including, but not limited to, outside legal counsel and legislative lobbyists.
- While performing the duties of this job, the employee is regularly required to: sit, talk, hear, stand, walk and drive.