

JOB DESCRIPTION

Job Title:	General Manager and Chief Executive Officer		
Supervisor:	Board of Trustees		
Department/ Division:			
Grade:	X-4	Authorization:	FTE
FLSA:	Exempt	Last Update:	04/22/2022



JORDAN VALLEY WATER
CONSERVANCY DISTRICT

Job Summary: Under the direction of the Board of Trustees carries out the mission of the District.

Job Hours/Shifts/Travel: Work is generally performed during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Position will require additional hours to attend various meetings and conferences. Occasional travel is required.

Essential Duties and Responsibilities		Priority E/M	% of Time
1.	Carries out Board policy directives for coordinating and monitoring activities of all District personnel, for reviewing staff recommendations, documents, and contracts for all affairs of the District, for giving direction, instruction and training to Executive Staff members; and for developing goals, strategy and administrative policy.	E	10
2.	Works with the Board in developing policy for the District; providing the Board information for over-sight of District affairs; and directing staff in preparing information for review and approval by the Board.	E	10
3.	Directs efforts to plan and develop water supplies and facilities for the Salt Lake Valley and to operate and maintain water systems.	E	10
4.	Oversees financial affairs of the District including development of a long-term financial plan to address District needs (including capital improvements). Directs the preparation of an annual budget. Directs preparation of water rates, bonding, and investment of funds.	E	10
5.	Negotiates agreements for major District initiatives.	E	8
6.	Oversees all relations with wholesale and retail customers, including contracts, water deliveries and communications.	E	8
7.	Directs preparation of materials and a communications plan to inform customers, public officials (including federal, state and local leaders), the general public, and other interested parties regarding the operations, affairs, needs and role of the District; and acts as the official spokesman of the District in all media relations.	E	8
8.	Identifies and develops strategy to deal with natural and man-caused threats that could jeopardize the District's mission and interests.	E	4
9.	Directs, through staff, all internal training and internal communication affairs of the District, including staffing, human resources, compensation and benefits administration.	E	8
10.	As Chief Procurement Officer, controls procurement of goods and services. Ensures compliance with all federal and state laws and Board-approved policy. Acts as the District's Protest Officer in matters involving procurement of goods and services.	E	8
11.	Participates in associations and organizations to further the District's interests through networking and development of mutual interests for providing leadership in the water community and related national, state and local organizations to promote the District's role and influence and to protect the District's interests and those of its customers.	E	8
12.	Works with legislators and other public officials to develop legislation to promote and protect the District's interests.	E	6

13.	Directs the preparation of strategic planning for effective management and measurement of District performance.	E	2
	Other duties as assigned by the Board of Trustees.		
		Total:	100

In addition, the General Manager is responsible for the following as stated in Section 3.6 and 3.7 in the Administrative Policy and Procedures Manual:

3.6 POWERS AND DUTIES

The General Manager shall:

- A. *Attend all meetings of the Board and take part in its discussions and deliberations.*
- B. *Carry out the policies and programs established by the Board.*
- C. *Faithfully execute and enforce all applicable laws, rules, and regulations, and see that all franchises, leases, permits, contracts, licenses, and privileges granted by the District are observed.*
- D. *Recommend to the Board for adoption such measures as the General Manager deems necessary or expedient.*
- E. *Appoint, with the advice and consent of the Board, a qualified person to each of the following offices: Assistant General Managers, Chief Engineer, Controller, and General Counsel; recommend the creation of any other office as may be deemed necessary for the good government of the District; and regulate and prescribe the powers and duties of all employees of the District, except as provided by law.*
- F. *Establish standards, qualifications, criteria, and procedures to govern appointments, by heads of departments or by other authorized divisional officers, assistants, deputies, and employees within their respective organizational units, subject to any applicable provisions of the Personnel Rules and Regulations and this Manual.*
- G. *Make such appointments, suspensions, removals, or terminations as authorized by law or by the rules, policies, and procedures made by the Board.*
- H. *Authorize a department head to appoint and remove employees serving under that department head.*
- I. *Designate the General Manager or another employee to perform the duties of any office or position under his control which is vacant or which lacks administration due to the absence or disability of the incumbent.*
- J. *Assign any employee of the District to any department or branch requiring services appropriate to the personnel system classification of the employee so assigned.*
- K. *Implement and administer a plan, as approved by the Board, for the compensation of District employees.*
- L. *Develop, implement, and administer Personnel Rules and Regulations as approved by the Board.*

- M. *Coordinate all District departments.*
- N. *Notify the Board of any emergency existing in any department.*
- O. *Submit to the Board plans and programs relating to the development and needs of the District, and annual or special reports concerning the financial, administrative, and operational activities of the District.*
- P.
 1. *Examine and inspect the books, records, and official papers of any office, department, or board of the District, and make investigations and require reports from personnel.*
 2. *Investigate, examine or inquire into the affairs or operation of any department, division, or office; and when so authorized by the Board, have power to employ consultants and professional counsel to aid in such investigations, examinations, or inquiries.*
- Q. *Approve expenditures made for official District business, provided such expenditures are within the appropriations contained within the appropriate budget as adopted by the Board.*
- R. *Prepare a financial estimate of the annual budget and advise the Board of the financial condition and needs of the District.*
- S. *Examine all proposed contracts to which the District may be a party.*
- T. *Execute such contracts as are necessary for the good order and functioning of the District, provided the expenditures pursuant to such contracts are within the appropriations contained within the appropriate budget, as adopted by the Board, and excepting those contracts to be executed by others pursuant to law or this Manual.*
- U. *Execute contracts for easements, rights-of-way, and/or well protection zones, provided any expenditures pursuant to such contracts do not exceed \$50,000 and that the District is a grantee of the interest(s) conveyed, and excepting those contracts to be executed by others pursuant to law or this Manual.*
- V. *Execute contracts between the District and another governmental entity in which the parties have standardized the terms and conditions.*
- W. *Discharge any other duties specified by law, by this Manual, or by the Board.*
- X. *Authorize any employee to exercise any power or duty granted the General Manager.*
- Y. *Notwithstanding any rule, policy, or procedure of the District to the contrary, direct District employees to perform services for the Jordan Valley Conservation Gardens Foundation if the General Manager determines those services will benefit the District or are consistent with the District's mission, vision, values, goals, or obligations.*

3.7 WORKING TIME

The General Manager shall devote full attention to the performance of the duties of the position and shall not engage in other outside employment without the consent of the Board.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without accommodation. The requirements listed below are representative of the knowledge, skills, and abilities required.

Education and Prior Work Experience:

1. Bachelor's degree from an accredited university
2. Eleven plus years of job-related experience
3. At least 10 years of management experience.

Licenses, Certifications, etc.: Utah driver license.

Knowledge, Skills, and Abilities:

1. Must have advanced management skills and knowledge of and ability to manage organizational and personal dynamics.
2. Must have good business math skills with algebra.
3. Ability to operate financial or scientific calculators.
4. Ability to use personal computer and word processing, e-mail, and appointment scheduling software.

Communication Skills: Ability to read, analyze, and understand the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, the Board of Trustees, and the Legislature.

Problem Solving: 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 of Trustees, employees, news media, the state legislature, retail and wholesale customers, the environmental community, and the general public.

Cooperative Interaction: Provides daily direct service to executive staff. Provides frequent direct service to the Board of Trustees, 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 council members, mayors, city managers, and city council members. Provides occasional service to retail customers, property owners, and the general public, contractors, consultants, which may include outside legal counsel, and legislative lobbyists.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to: sit, talk, hear, stand, walk, and drive.

The employee is occasionally required to: feel the attributes of objects, grasp, pull, reach with arms or hands, stoop, kneel, crouch, crawl, climb or balance and perform repetitive wrist, hand and/or finger movements.

The employee must lift weight or exert force as follows:

Regularly:	1 to 5 pounds
Frequently:	6 to 10 pounds
Occasionally:	11 to 20 pounds
Rarely:	21 to 30 pounds

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision or the ability to judge distance and space relationships. Ability to identify and distinguish colors, adjust the eye to bring an object into sharp focus and to see up and down or to the right or left while fixed on a point.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular exposure: N/A

Frequent exposure: N/A

Occasional exposure: Fumes or airborne particles, outdoor weather conditions, risk of electrical shock, subject to oils, toxic or caustic chemicals such as chlorine, bio-hazardous waste, vibration, wet or humid conditions, work in high and dangerous places, work near moving mechanical parts, work in hazardous traffic conditions, and work in confined spaces.

Noise level: Moderate

Remote Work Eligible: Yes

Supervision and Coordination Required: Directly supervises: 6 employees
Indirectly supervises: 155 employees