

Approved 4/9/96  
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## ROUND HILL GENERAL IMPROVEMENT DISTRICT

### JOB DESCRIPTION

**Title:** District Manager

**Reports To:** Board of Trustees, Round Hill General Improvement District

**Classification:** This position is classified as Exempt in accordance with the guidelines of the Fair Labor Standards Act.

**Definitions:** Implement policy, manage and direct all affairs of the Round Hill General Improvement District (hereinafter called the District) with support, direction and assistance as appropriate from the District Legal Counsel, as approved and authorized by the Board of Trustees. Organize, plan, manage, direct and supervise all operations and maintenance activities performed by District staff or its contractors.

**Examples of Duties:**

- Responsible for preparing, with input from the Board of Trustees, the agenda for all meetings of the Board of Trustees, for advising members and all others of the Board meetings times and dates, for providing to all members of the Board information in advance of the meeting which will facilitate the conduct of business by the Board, for overseeing the preparation of minutes of the Board meetings and for seeing that the agenda, minutes and necessary supporting papers are made a part of the permanent records of the District in accordance State of Nevada and Douglas County regulations.
- Responsible for representing the District, as authorized by the Board of Trustees and with the assistance of the District Legal Counsel as appropriate, in meetings, discussions and negotiations with organizations and agencies with which the District conducts business, such as Douglas County agencies, TRPA, State of Nevada Departments and agencies, other Districts, etc.
- Responsible for maintaining in a current condition the financial records and accounts of the District and for modifying the form of such records and accounts as may, from time to time, be necessary or desirable and to report all changes and modifications to the Board of Trustees.
- Responsible for collecting or arranging for the collection of all revenues due to the District, including but not necessarily limited to revenues from Douglas County and users of the District water and sewer systems.

- Responsible for the preparation of the annual budget as required by State of Nevada regulations and for periodically advising the Board of Trustees of problem areas with regard to the budget and / or of the status of expenditures in relation to budget projections.
- Responsible for arranging the payment of all just obligations of the District and, with the approval of the Board of Trustees, for the payment of such obligations.
- Prepare annual job evaluations for all District employees for presentation to the Board at the June meeting.
- Responsible for direct supervision, training and discipline of all District personnel. This includes but not limited to planning, organizing, scheduling of office operations and maintenance staff; payroll administration, day to day expenditures authorization, inspection for performance of quality and quantity of work being done and compliance with District regulations and safety requirements.
- Responsible for filing of quarterly reports in a timely manner to the Department of Taxation.
- Responsible for formulation of continuous 5 year Capital Improvement Plan.
- Administer all contracts for the District.
- Prepare and administer specifications for the purchase of equipment or services.
- Responsible for the continuous and safe operation of the water and sewer systems.
- Certified Nevada Operator in Charge of Water Treatment Operations.
- Plans, organizes and recommends utility rate changes.
- Oversees the maintenance, repairs and snow removal of all District roads. With Board of Trustees' direction, sets policy for the removal of snow from the roadways.
- Plan, organize and oversee District elections.

**Other Requirements:**

- Ability to operate all District owned equipment both stationary and mobile.
- Submit to random substance testing.
- Emergency snow plow operator.
- Be available to staff for emergency calls at all times.
- Maintain required water treatment certification as required by the State of Nevada Bureau of Safe Drinking Water.
- Maintain technical, trouble shooting readiness for all utility system failures.
- Computer literate for all District hardware and software.
- Analyze and compile technical and statistical information.
- Plan, organize, direct and evaluate the work of others.
- Speak and write effectively.

- Prepare clear and concise written and oral reports.
- Think and act quickly in emergencies.
- Judge situations and people accurately.
- Be innovative in developing work methods, programs and techniques.
- Establish and maintain cooperative relationships with subordinates, peers, the general public and elected officials.

**Employment Standards:**

**Education:** Prefer college with course of study in water, wastewater, engineering, chemistry, biology or public administration; or combination of education and experience totaling 7 years of specialization in the public sector.

**Experience:** 5 years of related administrative / supervisory / management experience.

**Knowledge of :**

- Government Accounting Principles.
- Budget Principles.
- Personnel Management, Supervision and Training.
- Techniques of effective public relations.
- Federal and State regulations governing Water and Wastewater utilities.
- NRS Statutes governing 318 Districts.
- Water Treatment operations and maintenance.
- Computers and software.
- Plumbing, mechanical and electrical skills

**Licenses and Certifications:**

- Nevada Water Distribution Operator Certification D-2 required.
- Nevada Water Treatment operator Certification T-3 required.
- Nevada Class C driver's license.
- Bondable.