

# Brushy Creek Municipal Utility District

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<b>Job Title:</b>	General Manager
<b>Department:</b>	Administration
<b>Reports to:</b>	Board of Directors
<b>Supervisory role:</b>	Utilities Coordinator, Parks Maintenance Coordinator, Recreation Manager, Administration Manager, Information Technology Specialist, Community Relations Specialist, Project Manager, and Executive Assistant
<b>FLSA:</b>	Exempt
<b>Office Hours:</b>	8:00 AM to 5:00 PM; Must be available for activities outside of office hours
<b>Pay Range:</b>	Negotiated Contract
<b>Status:</b>	Full Time

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## General Summary:

The General Manager (GM) is the chief administrative officer for the District and is accountable to the Board of Directors and public for the proper administration of all District affairs by the Board, or rule, law or regulation established by the county, state, federal, or other regulatory oversight entity. The GM provides leadership, planning, organization, and direction in the operations, maintenance, and personnel management of the District's utility infrastructure, parks and recreational facilities, and any other District infrastructure. The GM works at the direction of the Board of Directors, and closely with staff, consultants, citizen advisory committees, special committees, public officials, and general public to meet District goals and objectives. The GM is selected, supervised, and evaluated by the Board of Directors and takes a lead role in assuring the fiscal integrity, accountability, and efficient operations of the District.

## Essential Functions:

- Attends all Board of Director and Committee meetings unless excused. Attends other public meetings and District events as appropriate to provide positive public relations and to serve the best interests of the District. Represents the Brushy Creek Municipal Utility District in conducting business with other state, local, and federal officials and maintains awareness of potential legal issues facing the District seeking counsel as appropriate, and advising the Board in a timely manner;
- Develops and implements goals, objectives, policies and priorities for the District's operations in accordance with the goals and strategic plans adopted by the Board of Directors;
- Identifies and initiates strategic and long-term planning for and continuous evaluation of improvements in the District's operations, programs, assets, budgets, policies, rules and regulations to improve the District's quality of services and presents to the Board of Directors for review and consideration. Ensures advance planning is conducted for management of the District's future;
- Prepares and presents the District's annual budget for approval to the Board of Directors in collaboration with the District's Chief Financial Officer (CFO), ensures it reflects the Board's

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goals and strategies, and that it is aligned with the Board's rate strategies as reflected in the long-term financial model. Provides the Board of Directors with accurate monthly and periodic reports on the financial and administrative activities of the District and services to the public. The General Manager is responsible for ensuring that staff follow and implement the approved budget within the guidelines of the *Safekeeping of District Assets Order*;

- Ensures annual adoption of the District's tax rate, conduct of the public hearings, and other tax related matter matters in accordance with prescribed laws and regulations. Collaborates with the District's CFO to provide for the annual independent financial audit and oversees District policies and operations to ensure a clean/unqualified opinion;
- Performs the responsibilities of an Investment Officer for the District as determined by the Board of Directors and the Public Funds Investment Act (PFIA), and maintains the minimum training required of Investment Officers. Acts as the District's Public Information Officer (PIO) and ensures compliance with regulations governing public information;
- Ensures efficient and economical purchasing of equipment, supplies, materials, property and facilities for the District in accordance with the District's policies, best practices, and applicable laws;
- Oversees the District's utility operations and infrastructure to ensure compliance with state, local, federal, and regulatory laws, rules, and regulations. Under the direction of the Board of Directors, implements the District's water loss management program goals and activities. Ensures utility operations maintain the District's *superior* water quality designation;
- Oversees District programming activities, construction projects, development projects, and maintenance programs of District facilities at the quality and standards set by the Board of Directors. Protects and secures District assets and ensures the proper care and maintenance of all assets is performed according to standard/accepted maintenance schedules and advises Board of significant issues including misappropriation or damage;
- Ensures District projects and events incorporate the Board of Directors' goals and strategies, feedback from committees, and provides regular status updates to the Board;
- Is knowledgeable about the District, its operations and industry, and helps facilitate the goals and vision of the Board by ensuring all staff is aware and working towards meeting them;
- Directs and supervises all District employees and consultants as identified on the Board approved organizational chart. Provides for annual performance evaluations for District employees ensuring compliance with state and federal laws, rules and regulations. Ensures adequate staff development and support for all District employees;
- Leads employees in providing exemplary service to the District and creates and maintains a culture of professionalism and excellence amongst staff. Promotes District values;
- Enforces personnel policies, including discipline and termination procedures. Advises the Board of Directors on personnel matters of significance and personnel system improvements as may be appropriate;
- Ensures Board and Committee meetings comply with laws and policies relevant to the Open Meetings Act. Reviews executive summaries and materials prepared by staff to ensure expectations for agenda items are met and packets include complete and accurate information sufficient to facilitate an understanding in support of the decision-making process. Oversees the

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post meeting management process to ensure staff follow through in a timely manner with the direction given and actions taken at meetings;

- Manages the public relations activities for the District including media requests;
- Maintains integrity and effective working relationships with the Board of Directors, staff, business leaders, media, committees, general public and all other stakeholders of the District. Abides by the District's Code of Ethics Policy.

## **Knowledge, skills and abilities:**

- Ability to work effectively at the direction of the Board of Directors and in support of the Board's role in governance of the District;
- Utilizes strategic management and long-range planning skills to set and maintain the highest of standards for the District;
- Ability to manage multiple priorities, projects and problems in a deadline-oriented environment and ensures staff performance meet expectations for achievement;
- Demonstrated ability to direct and control activities of a multi departmental organization and negotiate complex agreements for the District;
- Effective problem-solving skills and the ability to evaluate and make sound policy and procedural recommendations that serve the best interests of the District;
- Demonstrated ability to maintain effective working relationships with Board members, citizens, staff, agency personnel, local media, consultants, business leaders, and governmental officials;
- Knowledge and ability to effectively select, lead, manage, supervise, train and evaluate professional, technical, and clerical staff;
- Ability to communicate with individuals in a way that perpetuates positive community leadership;
- Demonstrated ability in public speaking and preparing, analyzing, summarizing and presenting complex analytical reports and presentations to public officials and industry experts;
- Ability to understand or utilize applied knowledge and management of state and federal laws, policies and procedures related to District finance and operations in a similar environment in Texas;
- Ability to utilize technology to facilitate effective and efficient workflow in District operations, personnel management, and project management;

## **Minimum Educational and Training Requirements:**

- Bachelor's degree in engineering, business management, accounting, public administration, water utility management or related field, advanced degree a plus;
- Minimum of 10 years of increasingly responsible experience in an administrative or managerial capacity involving the responsibility for planning, organizing, implementing and supervising various work programs with at least 5 years in a senior management position;

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- Any equivalent combination of education, experience or training which provides the required knowledge, skills and abilities may be considered;
- Possession of a valid Texas Driver's license or the ability to acquire one within six months;
- Must pass a drug screening and criminal background check.

## **Mental Demands:**

- Maintaining confidentiality;
- Proactive and curious attitude;
- Creative problem solving;
- Properly handling stress;
- Effectively using oral and written communication;
- Professional customer contact;
- Balancing multiple concurrent tasks;
- Effectively dealing with interruptions.

## **Working Conditions:**

The working conditions 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.

- This job is primarily performed in an office setting;
- The noise level of the work environment is usually low to moderate.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee is frequently required to walk; use hands to operate objects; and reach with hands and arms;
- While performing the duties of this job, the employee constantly is required to listen, see, sit, stand, walk or talk;
- The employee frequently is required to drive a vehicle;
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

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Employee's Signature

Date

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