

LITTLE BLUE NATURAL RESOURCES DISTRICT

JOB DESCRIPTION

JOB TITLE: GENERAL MANAGER
POSITION CLASSIFICATION: Full Time, Salaried, Exempt
DATE: August 1, 2018

The General Manager, who is hired by a majority vote of the Board, is the chief executive and supervising officer of the District. The General Manager oversees and administers the day to day business affairs of the District and carries out the policies and directives of the Board of Directors. The General Manager also has the powers and duties assigned to the position in the District Operating and Personnel Policies. Desirable qualities of the General Manager include: integrity, honesty, leadership, inspirational, motivated, a good communicator, and goal oriented.

GENERAL DUTIES

Office Management

- Manages the District according to District Operating Policies, District Personnel Policies, Board directives and policies, and state and federal statutes and regulations.
- Assures that District employees are provided a positive, clean and safe work environment.
- Prepares agendas for District Board of Director's meetings, assures accurate minutes are recorded, and disseminates appropriate information to the public.
- Advises the committees and board on procedures, programs, activities, personnel, regulations, statutes and needs.
- Is responsible for seeking approval and guidance for specific projects, programs, major activities and expenditures, related to the District.

Staff Supervision

- Is responsible for all personnel matters involving the District staff, both on site and in satellite offices.
- Carries out supervisory responsibilities in accordance with the district's policies and state and federal laws.
- Supervises and organizes district staff, except where supervisory responsibilities are assigned to specific employees.
- Directs staff functions and insures coordination between all departments.
- Recommends new staffing positions necessary to carry out policies, programs, projects and regulations of the District.
- Hires and discharges all employees for which supervisory responsibilities lie.
- Reviews and conveys personnel performance and work responsibilities.
- Supervises administration of pay and benefits and recommends overall salary changes to the Board of Directors. Determines individual employee salary and wage changes.

Budget and Financial Activities

- Regularly analyzes fiscal position, funds, investments, expenditures, and needs of the District.
- Prepares the annual budget and seeks approval of the budget by the Board of Directors.
- Assures that proper accounting principles are being implemented to comply with required auditing standards.
- Provides the Board of Directors a regular summary of expenditures and comparisons to approved budgets.
- Makes recommendations to the Board of Directors on key project and program expenditures.
- Seeks grant opportunities to leverage district funds to obtain the best value for the district taxpayers.

Public Relations & Communications

- Coordinates District activities, programs, regulations and projects, with local, state and federal agencies and groups.
- Anticipates the informational needs of the public and develops timely information to address these needs.
- Oversees District programs and public information.
- Communicates with resources partners and organizations to build trust and establish alliances.
- Makes public presentations about natural resources management, as well as District activities, policies, regulations, and proposed projects.
- Communicates frequently with staff, board and conservation partners about issues, programs and district needs.

Project and Program Oversight

- Is attentive and responsive to both rural and urban resources needs in the district and its communities.
- Works with the public for the development of project concepts, policies and regulations.
- Oversees project planning, land rights acquisition, construction, operation and maintenance.
- Serves as Contracting Officer for District construction projects.
- Oversees development and enforcement of District regulations.

Legislative and Legal

- Effective communication of legislative interests, concerns and needs of the Board of Directors to elected lawmakers.
- Preparation of documentation, exhibits, and testimony to support the Board of Director's positions on legislative matters.
- Communicate regularly with the Board of Directors about proposed and/or pending legislative actions and their implications for the District.
- Keep informed of legislative proposals, legal matters, and court cases which may dictate future District actions.

Other Duties may be Assigned as Deemed Necessary by the Board of Directors

QUALIFICATIONS

EDUCATION: The minimum education requirements to qualify for this position is a B.S. degree from an accredited college or university in Public Administration, Agriculture, Agricultural Economics, Agricultural Engineering, Natural Resources, Hydrology or a related field.

EXPERIENCE: The experience necessary for this position would generally be at least five years of related experience in natural resources, water resources or public administration, including three years of supervisory work; or equivalent combination of education and experience. The candidate must have demonstrated leadership skills and experience in budgeting, managing financial resources, personnel management, and resources planning.

LANGUAGE SKILLS: Ability to read, analyze and interpret complex documents, including financial statements. Ability to respond effectively to the most sensitive inquiries and complaints. Ability to write effective and persuasive speeches and make presentations on controversial issues or complex topics to top management, public groups, state and federal agencies, Legislators, Congressmen and Senators, boards of directors, and other elected officials. Ability to write articles using original or innovative techniques or style.

MATHEMATICS SKILLS: Ability to calculate figures and amounts such as interest, proportions, and percentages. A general understanding of accounting and bookkeeping is desirable. Ability to understand and apply concepts of budgeting and expenditure control.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of technical instructions or diagram forms, and deal with abstract and concrete variables. Ability to interpret intent and direction of developing policies and react positively to change.

OTHER REQUIRED SKILLS AND ABILITIES: Ability to coordinate complex projects or programs from initial concepts through operation and maintenance, or implementation. Demonstrated computers skills. Ability to do long range planning and prepare budgets to accomplish goals and objectives. Ability to use tact and judgments in dealing with the public, contractors, suppliers, Board of Directors, staff, agencies and elected officials. Ability to remain calm and collected in front of the public in situations facing opposing views. Ability to use good judgment in difficult situations and conflict resolutions. Ability to effectively manage subordinates in a positive manner, through example and leadership.

CERTIFICATE, LICENSES, REGISTRATIONS: Nebraska Driver's License.