



LAKE WHATCOM WATER AND SEWER DISTRICT
1010 LAKEVIEW STREET
BELLINGHAM,
WASHINGTON 98229
VOICE: (360) 734-9224
Fax: (360) 738-8250

GENERAL MANAGER WATER/SEWER DISTRICT

Lake Whatcom Water & Sewer District is located near Bellingham, Washington. The District surrounds Lake Whatcom and serves 5,000 water/sewer customers. The District is seeking a General Manager to be responsible to the Board of Commissioners for overall leadership and management of water and sewer services, community/government relations, environmental compliance, engineering, legal services, budget, finance, contracting, personnel, and field, office, and customer services. Website: www.lwwsd.org. Phone: (360) 734-9224.

Qualifications: Five to ten years of progressively responsible business and/or public administration management, supervisory, and board related experience with completion of a 4 year college degree or equivalent. Water/sewer management experience desirable.

Hiring range: \$100,000 to \$110,000 with excellent benefits and State PERS.

Please send resume to Ross Ardrey, NW Management Consulting, 1326 Fifth Ave #349, Seattle, WA 98101. Target closing date: March 15, 2010.

LAKE WHATCOM WATER & SEWER DISTRICT

An Equal Opportunity Employer/MWF

Additional information:

Jim Neher, General Manager
Lake Whatcom Water & Sewer District
1010 Lakeview Street
Bellingham, Washington 98229
Telephone: (360) 734-9224
Email: jimneher.wd10@comcast.net

Ross Ardrey, President
NW Management Consulting, Inc
1326 Fifth Avenue, # 349
Seattle, Washington 98101
Telephone (206) 223-4234
Email: ardrey@qwestoffice.net

LAKE WHATCOM WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: General Manager

REPORTS TO: Board of Commissioners

SUMMARY:

The General Manager is responsible to the Board of Commissioners for overall leadership and management of the District's water and sewer services, community relations, environmental compliance, engineering, finance, contracting, personnel, field, office, customer service, and other functions; for attendance and advice at Commission meetings and workshops and facilitating implementation of Commission policies and directions; and for liaison and coordination with City, County, State and other agency representatives, as well as District consulting engineers, contractors, legal counsel, financial, and other advisors.

ESSENTIAL FUNCTIONS:

1. Attends meetings and workshops of the Board of Commissioners; facilitates and implements Commission directions and policies; and provides staff support and advice to Commissioners.
2. Leads and facilitates, in conjunction with the Board of Commissioners, the District's short and long range planning, community relations, environmental, financial, personnel, budget, and implementation plans. Also responsible for standards, organization, management philosophy, contracting and compliance with state, federal, and local laws and regulations.
3. Appoints, directs, and dismisses District managers and supervisors, and in conjunction with the Board of Commissioners, coordinates work with the District's legal counsel, consulting engineer, financial advisor, and other resources. Responsible for hiring and firing of all District personnel.
4. Directs and supervises the Accounting Manager who is responsible for supervision of customer service, billing, accounting, and front desk staff, and for management and liaison with banking, finance, investment, audit, administrative, and other functions.
5. Directs and supervises the District Engineer/Assistant General Manager who is responsible for supervision of the Maintenance Supervisor, Water Treatment Plant Operator and District specialists and other workers, and for management and liaison with contractors, utilities, field engineers, testing, IT, and other functions.
6. Directs and supervises the Administrative Assistant who is responsible for office, payroll, administrative, and project services to the Board of Commissioners, General Manager, District Engineer/Assistant General Manager, and other persons.
7. Leads in development of positive, productive, employee and union relations, and guides overall personnel related activities.

ESSENTIAL FUNCTIONS (Continued):

8. Works to establish effective professional relations with federal and state agencies, City and County and other elected officials and departments, other districts, industry associations, the public and other organizations.
9. Directs emergency services in coordination with District Engineer/Assistant General Manager, engineering, legal, and District staff, and oversees contingency planning.
10. Prepares and presents reports to the Commissioners; oversees preparation of agendas and meeting information; and participates in evaluation and review activities.

ADDITIONAL WORK PERFORMED:

1. Completes continuing education related assignments, and serves as a resource to staff on projects and day-to-day activities.
2. Performs other duties as directed by the Board of Commissioners.

JOB QUALIFICATIONS

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five to ten years of progressively responsible business and/or public administration management, supervisory, contracting, and board related experience, or equivalent.
- Completion of a four year college degree, or equivalent.

DESIRABLE QUALIFICATIONS:

- Strong board, management, and supervisory accomplishments with experience in business, public administration, and water/sewer services with ability to identify organization needs and implement responsive programs, strong community and intergovernmental communication and facilitation skills.

Lake Whatcom Water & Sewer District considers applicants for all positions without regard to gender, race, religion, national origin, age, disability, marital, or veteran status, sexual orientation, or other protected status.
