

## GENERAL MANAGER

**BASIC FUNCTION:** Directly responsible to the Chair and the Board of Directors to carry out policies as established by the Board; recommend and participate in the formulation of policies; conduct and administer the affairs of the district, including the day-to-day operations and personnel and financial supervision and management; represent the district in contacts with other agencies, organizations and the public; and coordinate the subcommittees and Board of Directors meetings and activities.

**DUTIES, RESPONSIBILITIES, AND AUTHORITY:** (The listed examples do not include all of the duties that may be assigned or performed.)

Assign and supervise responsibilities and authorities to district personnel, coordinate their task activities, and oversee and review their work products, techniques, and presentations.

Recommend and administer a personnel management system for all district employees, including position descriptions, performance evaluations, hiring, compensation and benefits, counseling, discipline and dismissal.

Represent the district in contacts with the general public, organizations, agencies and elected officials. Establish and maintain contacts and working relationships with representatives of other local, state and federal agencies, and private and public organizations.

Direct and supervise the structure and day-to-day operations of the district office.

Act as negotiating and contracting officer for the district in planning, right-of-way, design, construction, and other contracts and agreements.

Prepare draft budget, recommend financial policies, and administer with the district Treasurer the revenues, expenditures and investments of the district.

Provide administrative and technical support to district subcommittees and to the Board; conduct research and investigations, provide information, and present recommendations as authorized or requested by subcommittees and the Board.

Provide support, direction, and coordination in the development, updating, and implementation of goals and objectives through district planning processes.

Carry out the actions and policies of the Board to implement various programs and projects in accordance with the district's Master Plan, Long Range Implementation Plan, budget, and applicable statutes, rules and regulations.

Must have valid Nebraska Drivers License.

Physical: Must be able to lift a minimum of twenty (20) pounds.

Position Classification: Full Time/Salary/exempt.