



12500 ALAMEDA NORMAN, OKLAHOMA 73026
(405) 329-5228 FAX 321-6944

Job Description: General Manager

District History

The Central Oklahoma Master Conservancy District (the District) was created by the Cleveland County District Court at the request of the member cities of Del City, Midwest City and Norman. The District operates and maintains the Norman Project (Lake Thunderbird, the dam, pumping and pipeline infrastructures, land around the lake as described in the Norman Project documents) under contract with the U.S. Bureau of Reclamation. The District is responsible for the management, operation, and transmission of water resources from Lake Thunderbird. The District has supplied raw water to its member cities since 1965, and as of the 2014 Census, we currently meet the water needs of approximately 194,000 residents within and outside the corporate city limits of the member cities. The District's mission is to provide reliable and safe water services, supporting member city needs while conserving our water resources for future generations.

The General Manager (the Manager) is selected by and is under direction of the District's Board; the position provides a wide range of leadership, management and planning functions to optimize, incorporate and integrate resources in planning, operation and support of the core structure and activities of the District.

Summary of Primary Job Functions

The Manager reports to the Board of Directors and is responsible for establishing and executing major goals and objectives for the District. The Manager implements policies established by the Board of Directors (the Board), providing leadership, direction and guidance of the District's activities. The Manager analyzes and evaluates the effectiveness of all organization operations, develops and maintains organizational structure and effective personnel, coordinates major activities through subordinates and appraises the performance of supporting personnel. In addition, the Manager monitors the District's financial status, creating plans and strategies for the District's short and long term future. Finally, in the role of representing the District to external constituencies, the Manager develops good working relationships with Board and Staff, senior management of the cities and city councils, state and federal agencies, community and civic organizations and the general public.

Specific Duties and Functions

The specific tasks and duties of the Manager fall into five categories:

- 1. Implement Board policy and decisions**
 - Act as a professional advisor to the Board of Directors on all aspects of the District so that policy decisions are made on an informed basis.
 - Gather, interpret and articulate information to Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision making and long term planning.
 - Keep Board informed of significant issues affecting the development and delivery of services.
 - Oversee orientation for incoming Board Members.
 - Recommend to the Board changes to policies and procedures that would improve the District.
 - Submit all information, reports and records as requested or required by law to the appropriate government officials and Board of Directors.
 - Provide consultation on by-laws and procedures.
 - Participate in the monthly Board meetings, prepare an agenda, and distribute supporting materials for the Board's review in advance of the meetings.
 - Prepare official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
 - Respond in a timely manner to Board members' questions and concerns during the period between monthly Board meetings.
- 2. Monitor and oversee financial management and physical assets of the District**
 - Prepare an annual budget, within the context of the operating agreement with the member cities, and present to the Board for evaluation and modification as required.
 - Ensure the accuracy, integrity and timeliness of all financial accounting and reporting.
 - Evaluate and manage District assets, including asset condition, criticality and risk assessment.
 - Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget.
 - Ensure proper maintenance of all facilities and equipment owned or managed by the District.
 - Dispose of outdated and worn out equipment as appropriate.
- 3. Plan and manage water delivery to address the needs of the member cities**
 - Determine goals, objectives, and resource requirements for water supply management, on an annual basis and as part of a 5 year plan
 - Develop and implement short and long range water system supply and infrastructure plans. The implementation should include evaluation steps to plan and monitor water quality and the health of the lake. The monitoring should include turbidity, dissolved oxygen, chlorophyll, contaminants of emerging concern (CECs), and invasive plants and species infestations.

- Direct activities to monitor, analyze and forecast water supply/demand to ensure effectiveness and efficiency in supplying water to the member cities.
 - Identify changes in technologies and methodologies that may be helpful in addressing the water needs of the member cities.
 - Provide advice to legal counsel to aid the Board with any decisions involving possible legal consequences.
 - Develop, revise and implement standard operating practices, policies and procedures as necessary.
 - Ensure that the District is in compliance with all Federal and State rules, regulations and policies.
 - Develop and review water hydraulic performance analysis of pipelines.
 - Provide long range planning through project prioritization of the 5 year Strategic Development Plan.
 - Review, approve and implement quality and safety systems and programs.
4. Establish, maintain and advance community relations
- Act as a spokesperson for the District to the public and the city owners.
 - Initiate, develop and support relationships with a broad range of community sectors including, but not limited to: city senior management, city councils, and Federal and State organizations. That effort shall include, at a minimum, quarterly meetings with senior staffs of the three owner cities.
 - Undertake activities within the communities to enhance the visibility of the District.
 - Represent the District on appropriate committees and projects as directed by the Board.
 - Develop, maintain and provide information about the District's goals and services.
 - Investigate and resolve citizen inquiries and complaints.
5. Management of District staff
- Ensure appropriate staffing for the District's needs and within the constraints of the District's physical and financial resources.
 - Develop and maintain the Personnel Policy and Procedure Manual.
 - Develop and maintain appropriate job descriptions for all staff.
 - Recruit, select, orient and train staff with appropriate skills and certifications.
 - Evaluate staff at least on an annual basis.
 - Ensure staff are appropriately compensated and the District is providing competitive benefits.
 - Other related duties as required by the Board.

Knowledge, Skills and Abilities

The Manager shall possess required knowledge, skills, abilities and experience as described below and be able to explain and demonstrate that the essential functions of the job can be performed.

Knowledge of:

- Fiscal planning and budget preparation.
- State and federal water, wastewater and storm water regulations.
- Technical aspects of operations and maintenance.
- Supervisory and managerial techniques and principles.

Skills in:

- Oral and written communications.
- Using computers and related software applications.
- Prioritizing and managing multiple programs, projects and tasks.
- Negotiations and handling conflict resolution.
- Analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations.
- Developing, reviewing, monitoring, and evaluating contracts for services and/or materials.
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Ability to:

- Manage multiple projects and programs simultaneously within approved budgets.
- Recognize and analyze irregular events and implement an appropriate response.
- Establish and maintain excellent communication and working relationships with relevant state agencies, Member Cities, personnel and the public.
- Organize, analyze, interpret, and evaluate scientific/civil engineering problems and provide practical, cost effective solutions.
- Use common office related equipment and technology.
- Lift/carry moderately heavy items up to 50 pounds.
- Walk and stand in an outdoor environment.
- Tolerate frequent exposure to dirt, dust and allergens.
- Tolerate extremes in temperature, noise, noxious fumes and odors.
- Work nights, weekends and holidays on an emergency basis.

Job Requirements – Education, Training, and Experience

A Bachelor's degree from an accredited college or university with major course work in engineering or science, or water related field is preferred but not required. The ideal candidate will have a minimum of six (6) years professional-level supervisory/management experience in Engineering, Project Management or a related field, and have the ability to acquire an Oklahoma Class A water works operator's license subject to time requirements and Board approval. The successful candidate must have a valid Oklahoma driver's license or get one within six (6) months of employment, and an acceptable driving record. The ideal candidate should have proven experience in a leadership role and be knowledgeable about local, state and federal water, wastewater and storm water regulations. The

successful candidate should possess sufficient financial knowledge to carry out fiscal planning, budget management and capital improvement projects. The ideal candidate must possess excellent interpersonal skills with a strong ability to forge relationships with local, state and federal authorities. This individual should demonstrate the capacity and interest to be an effective mentor and leader for staff. Prior supervisory experience in a large, robust city/state organization is desirable. Excellent writing and verbal communications skills are imperative for this position.

Approved by Board action on November 7, 2019