

VACANCY ANNOUNCEMENT

June, 2021

Manager/CEO Southwest Water Authority

Position Title: Manager/Chief Executive Officer

Location: Dickinson, ND

Work Hours: As needed to effectively carry out the duties and responsibilities of the position

Status: Full-time, exempt position with full benefit package

Base Salary: \$110,000

Type of Recruitment: Internal & External

Closing Date: July 31, 2021

Anticipated Employment Date: On or about December 15, 2021

Minimum Qualifications: Completion of a Bachelor's degree and five years' experience in a business, management or utility environment, with exposure to all aspects of general business or government management. Must have, or be willing to acquire, a valid North Dakota driver's license by the time employment begins.

Additional/Preferred Qualifications: Experience working in a supervisory capacity for a water utility, preferably a large regional system governed by a Board of Directors.

Application Procedures: Submit a letter of intent, resume, application with three references and release of information form to:

Succession Planning Committee
Southwest Water Authority
4665 Second St. SW
Dickinson, ND 58601-7231

Application materials must be submitted at the Southwest Water Authority O&M Center Office by close of business (5:00 p.m. local time) on July 31, 2021.

Summary of Work: The individual in this position is the Manager/Chief Executive Officer for Southwest Water Authority (SWA). This position requires direct supervision and management of the day-to-day operations and activities of SWA facilities, staff, and consultants in following the policies, by-laws, and rules and regulations specified by the SWA Board of Directors. The Manager/CEO will foster communication between SWA and the public and water associations, and the Manager/CEO will foster communication between SWA and local, state, and federal governmental entities and their representatives. The Manager/CEO is an ex-officio member of each Board of Directors subcommittee. SWA is a political subdivision led by a 15 member, publicly-elected Board of Directors. The North Dakota Century Code, specifically NDCC § 61-24.5 addresses and defines SWA, which provides operation and maintenance of the Southwest Pipeline Project (SWPP), a state-owned water distribution system. The Manager/CEO is the spokesperson for SWA. **Note:** Prospective applicants are encouraged to thoroughly review the entire job description for this position, which is on the SWA website: www.swwater.com

The information submitted by the applicant may be open records and subject to open records requests for an indefinite time period. See NDCC § 44-04-18.27.

Veterans Preference does not apply for this position. SWA is an equal employment opportunity employer, and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

**Manager/CEO
Job Description
Southwest Water Authority**

Scope of Work

The individual in this position is the Manager/Chief Executive Officer for Southwest Water Authority (SWA). This position requires direct supervision and management of the day-to-day operations and activities of SWA facilities, staff, and consultants in following the policies, by-laws, and rules and regulations specified by the SWA Board of Directors. The Manager/CEO will foster communication between SWA and the public and water associations, and the Manager/CEO will foster communication between SWA and local, state, and federal governmental entities and their representatives. The Manager/CEO is an ex-officio member of each Board of Directors subcommittee. SWA is a political subdivision led by a 15 member publicly-elected Board of Directors. The North Dakota Century Code, specifically NDCC § 61-24.5 addresses and defines SWA, which provides operation and maintenance of the Southwest Pipeline Project (SWPP), a state-owned water distribution system. The Manager/CEO is the spokesperson for SWA.

Essential Functions

Planning

1. Strategic Planning -- Develop, with the board and staff, the mission and long-range objectives by periodically assessing changes in SWA needs and SWPP development, by identifying key issues, and by adopting strategies to effectively address those issues.
2. Policies -- Formulate, with staff, as appropriate, policies to be recommended by the Manager/CEO to the Board of Directors for their consideration. Such policies shall be reviewed by the Manager/CEO at least once a year and a recommendation made to the Board of Directors on any revisions required.
3. Operational Planning -- Develop action plans and reports necessary for the most efficient and safe operation of the SWPP.
4. Budgets -- Formulate, with staff, budgets and recommend them to the Board of Directors for their consideration. To provide monthly reports on revenue, expenses, and other results compared to such plans and budgets.
5. Marketing -- Develop, with appropriate staff, a strategic marketing plan that best conveys the purpose and goals of SWA, which helps achieve the goals and objectives of SWA, informs customers of rules and regulations, and keeps the public informed of the progress of the SWPP.
6. Legislation -- Develop and carry out, in coordination with the Board of Directors, and organizations such as the North Dakota Water Users Association, North Dakota Water Coalition, the North Dakota Rural Water Systems Association, the Garrison Diversion Conservancy District, and the North Dakota State Water Commission, and within Board policy, a legislative program furthering SWA's objectives and policies. Such program will include, but not be limited to, research, preparation and presentation of testimony before

appropriate committees, consultation with members of Congress, the state Legislature, and state and federal administrative and regulatory agencies.

7. Public Relations -- Participate with allied groups to obtain their increased understanding and support of SWA's legislative and regulatory objectives and programs.

Organization

1. Periodically review activities and to determine, with staff, the organizational structure best suited to carry out the overall objectives of SWA within the limitations of the budget. Ensure job descriptions are available for all personnel. Establish an evaluation policy for all personnel.
2. Determine, with staff, the need for additional positions, the transfer, reassignment, or elimination of present positions and to effect such changes, provided they are within the limitations of the personnel costs of the approved budget.
3. Develop or approve standards and qualifications for use in recruitment, transfer, and promotion of personnel. Such standards and qualifications should meet all federal and state legal requirements. Select, appoint, transfer, promote, and terminate personnel.
4. Initiate and promote, through staff, appropriate management supervisory, professional, technical, and informational training programs for all personnel within the limitations of the approved budget and Board policy, including sending personnel to training programs when necessary.
5. Select and appoint specialized consultants to provide advice and assistance on internal operations or emergency. Negotiate contracts or agreements for services of such specialized consultants, within the limitations budget. Advise the Board of Directors of actions taken.
6. Establish staff positions and salaries within limits of approved budget.

Financial

1. Approve accounting systems, procedures, statistics, and types of reports necessary for sound financial management. Ensure investing or reinvesting cash, bonds, and or securities when due; when and if necessary to protect SWA's cash position and carry out an effective cash management program. Investments must be made as required by the North Dakota Century Code.
2. Administer the approved budget, including approval of non-budgeted items up to \$5,000 or all non-budgeted items that, in the Manager/CEO's judgement, are vital to effect unanticipated emergency maintenance or repairs.

Controls

1. Operations -- Submit periodic and special reports to the Board of Directors on conformity of operations with approved policies and programs. Recommend any revisions requiring board approval and to direct any remedial action required.
2. Finances -- Submit periodic and special financial reports to the Board of Directors to keep them informed of SWA's financial position and conformance to financial plans and forecasts. Monitor that all persons having access to cash or responsible for purchasing of materials are properly bonded.
3. Budgets -- Report monthly to the Board of Directors on revenues and expenditures compared to budget. Recommend any revisions required. Direct any necessary remedial action.
4. Annual Financial Audit -- Solicit bids for the annual audit at least every three years. To select the company that will perform the annual audit. Participate with the Board of Directors or Executive Committee in the review, with the auditor present, of the annual financial audit and management letter. Direct any remedial action required.
5. Customer Complaints -- Submit periodically to the Board of Directors an analysis of member complaints and take any corrective action required or to recommend appropriate revisions in Board policy.
6. Rates -- Continually study costs and water usage compared to projections and recommend to the Board of Directors any changes in rates necessary to maintain financial strength and stability and to meet all requirements or regulatory agencies.

Responsibility

1. The Board of Directors is responsible for approving any changes in the duties and responsibilities of the Manager/CEO.
2. The Chairperson shall be responsible for seeing that the performance of the Manager/CEO is evaluated each year by the Board of Directors and that a written report is made to the full Board on the results of such appraisal. The results of such appraisal should be discussed with the Manager/CEO before the report is given to the full Board.

Knowledge, Skills, and Abilities

1. Knowledge of SWA policies, rules, regulations, and procedures in order to provide substantive information to a diversified group. Ability to research, interpret, explain, and correctly apply policies, rules, regulations and procedures.
2. Knowledge of other federal, state, and local policies applicable to operating and maintaining a large-scale regional water distribution system.
3. Knowledge of principles of management, organization, leadership, administration, human relations, and communication skills. Ability to express self logically and concisely, in both oral and written form.
4. Ability to establish rapport and deal tactfully and effectively with a Board of Directors, applicants, the SWC, consultants, contractors, suppliers, public officials, business leaders, and the general public. To maintain effective working relationships with a diversified group of people under trying and stress-producing conditions.
5. Ability to handle confidential matters.

Typical Physical/Mental/Environmental Demands

1. Requires extended periods of time sitting at a desk, reviewing documents, working with a keyboard/computer, computer printouts, and doing computations.,
2. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
3. On a daily basis, requires the ability to work courteously and firmly with customers.
4. Requires the ability to travel to carry out position responsibilities.
5. Occasionally involves moderate risks which require special safety precautions inspecting construction sites and SWPP facilities.

Supervision

The Manager/CEO reports to the Board of Directors. Work is performed independently, with the Manager/CEO being fully responsible for planning, scheduling, and executing all assignments necessary to carry out the objectives of SWA. The Manager/CEO is responsible for making recommendations on precedent or unusually complex cases, taking immediate action when necessary and informing the Board of Directors when revisions to policies or rules are necessary. Work is not regularly reviewed.

Guidelines

Guidelines consist of SWA By-Laws, policies, and rules and regulations. Guidelines are also O&M manuals, North Dakota Department of Environmental Quality, North Dakota Department of Health, Environmental Protection Agency regulations, precedents, laws, regulations, and ordinances of the local, state, and federal governments. The Manager/CEO exercises judgment and ingenuity in interpreting and applying the guidelines in the various work situations.

Complexity

Duties are not specifically defined and will vary depending upon circumstances. Analysis is necessary to create appropriate work procedure. Application of learned concepts and/or theories is necessary to accomplish a broad range of activities.

Personal Contacts

Contacts are with personnel within SWA, Board members, employees of other federal, state, and local agencies, consultants, contractors, suppliers, other business interests, customers, and the general public.

Purpose of Contacts

The purpose of these contacts is to manage and direct the operations of SWA. The Manager/CEO obtains, clarifies, gives facts, and exchanges information directly related to the SWA and the SWPP. Contacts with customers and the general public often require exceptional tact and judgment.

Education and Experience

Completion of a Bachelor's degree and five years' experience in a utility business environment or equivalent work experience in a business, management, or utility environment with exposure to all aspects of general business management. Must have or be willing to acquire a valid North Dakota driver's license by the time employment begins.

Location and work hours

This position is located in Dickinson, ND. Work hours are as needed to effectively carry out the duties and responsibilities described.

Salary

This is a full time, exempt, position with a standard benefit package.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.