

County Water District of Billing Heights

The County Water District of Billing Heights, a Montana Special District established and operating under Montana Law is seeking a General Manager to lead, motivate, manage, supervise the day-to-day business as well as all aspects to run a cost-effective operation and administration of the district. This General Manager serves as the Chief Executive Officer under the direction of the District Board of Directors.

Quality decision making and judgement are expected and required. The General Manager plans, implements and directs the operation as well as oversees the district's water system in a manner that insures reliable cost-effective service to customers, ongoing maintenance of the systems, equipment, and sound development for the future.

Essential duties and responsibilities include but are not limited to; assume safety responsibility for personnel and the safety of water delivery; select, train, motivate, and evaluate personnel; plan, direct, coordinate, and review work plan for the district. The General Manager shall be responsible for thought-out and sound advice and counselling to the Board in relation to projects, developments and improvement of District functions. preparing, and recommending a comprehensive budget and rate structure with supporting data for the district and will serve as the liaison and advisor for the district with consulting engineers, government agencies, developers and any others as need arises.

Salary is negotiable dependent on education, and experience. (\$80,000 -\$113,000)

Excellent benefits: full medical and dental coverage, paid vacation and sick leave, and retirement benefits

Relocation expenses and mileage or work vehicle are negotiable.

Qualifications and Skills:

Five years' experience of project or personnel management experience

Five years' experience in management of materials, personnel, budgets, and rates/jk

Technical ability with computers and software

Must have a valid state driver's license with an insurable record.

Required Submittals.

Cover letter

Resume, including education, special skills, licenses or certificates, employment history including contact information and salary.

The successful applicant will have to supply verification of educational certification and education transcripts. Pass a medical exam (including a drug and alcohol screen) and a complete background check prior to beginning work. The Board will review applications beginning March 15, 2024 (the deadline for applications to be received)

All applicants' names will be kept confidential. The finalists will be contacted to schedule an interview and sign release for public information of name.

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1540 Popelka Drive

Billings, MT 59105