

POSITION DESCRIPTION

TITLE: GENERAL MANAGER

REPORTS TO: CHAIRPERSON, BOARD OF DIRECTORS

SUPERVISES: ALL EMPLOYEES

Scope: The General Manager's position exists as the link between the management of the day-to-day business activities and affairs of the Ambridge Water Authority (the "Authority"), and the policies, guidance and direction of the Board of Directors (the "Board") of the Authority.

Qualifications: To perform the necessary tasks and responsibilities of the General Manager's position, candidates should have as a minimum, the following work experience and educational background. Of course, in considering any Candidate, appropriate work experience can be substituted for certain types of educational requirements.

1. Education – High School Diploma (or equivalent) and minimum of a 4 year Degree from a College or University.
2. Work Experience –
 - a. Minimum fifteen (15) years' work experience, with at least ten (10) years in management (preferably with Unionized work force of at least 15 employees).
 - b. Direct experience in the area of Customer Service and/or utility business.
 - c. Direct responsibility for formulating, overseeing and accounting for operating budgets of at least \$2,000,000 annually.
 - d. Experience in computerized accounting, billing and/or finance systems.

Responsibilities: The General Manager is responsible for:

1. The supervision and direction of the day to day activities of up to twenty five (25) employee, union, workforce.
2. The management and control of the expenditures and receipts of funds.
3. Compliance with all local, state and federal rules, laws, ordinances, regulations and other requirements of such agencies, related to the operation of the business of the Authority.
4. The safe keeping, maintenance and proper operation of the assets of the Authority.
5. Reporting to and informing the Board of Directors of all matters related to the conducting of the business of the Authority. Such reports to be made timely and accurately so as to assist the Board in its decision making, oversight and direction of the Authority.
6. The formulation and oversight of the annual operating budget detailing the revenues and expenditures of the Authority, as well as the adherence to said budget in the day to day operation of the Authority.
7. The safe keeping and storage of the documents and records of the Authority.

Duties and Tasks: The General Manager completes and/or performs several duties and tasks in the day to day performances of his/her job function, including but not limited to the following:

1. Report for work on all scheduled work days (not withstanding personal, sick and/or vacation days) to ensure that the offices of the Authority are properly and timely opened and ready to conduct business.
2. Interact with the Operations and Treatment Plant Managers to determine that the work force is working well and as expected and that all parts of the system are in proper order.
3. Review and distribute all incoming mail for appropriate action.
4. Review progress and status of all work in process regarding billing, collections, customer service and vendor related items.
5. Prepare documents, reports and correspondence as may be required to fulfill the responsibilities defined herein above.
6. Attend all meetings of the Board and/or any affiliated body which is acting upon matters related to the business of the Authority.
7. Act in timely, professional fashion upon any direction, task or duty assigned by the Board as a result of any meeting, as described above.
8. Coordinate the activities of subcontractors, consultants and/or professional advisors who are performing work on behalf of the Authority, and make progress reports to the Board regarding such projects.
9. Review bank documents and all other financial records and reports on a regular basis to ascertain compliance with the budget constraints and to revise and exercise financial controls consistent with the proper management of the financial affairs of the Authority.
10. Review, revise and enforce work rules, policies and procedures which effect the performance of the business of the Authority.
11. Make regular, thorough inspections of all of the facilities and other assets of the Authority to determine their state of repair and/or any maintenance or repair procedures necessary for maintaining the proper condition of same.

Authority: The General Manager has the authority to:

1. Execute such documents and contracts as approved and directed by the Board and which are necessary and in the best interest of the Authority.
2. Assign work and/or otherwise direct the activities of the employees of the Authority.
3. Credit Card purchases for such business items and/or services provided for the benefit for the Authority, subject to confirmation by the Board.
4. Meet and negotiate with vendors, subcontractors and/or other persons or entities which are engaged in or contemplating engaging in the conduct of business with the Authority. Results of negotiations and/or agreements which come from any such meeting are subject to verification, modification and/or rejection by the Board.
5. Take such actions, sign such documents and otherwise ensure the performances of any activity which is necessary to the initiation, conduct and/or completion of business items contained in the operating budget, contracted through bid and/or resultant from any Board action directing such activity.

Accountability: The General Manager is accountable for:

1. The operating results of the day to day conduct of the business of the Authority, including but not limited to financial condition, overall repair and operability of the Authority's system assets and relationship with the customers, vendors and employees of the Authority.
2. Any action which is taken, and/or the result of any action which should have been taken in order to properly perform his/her job.