

# PALO DURO RIVER AUTHORITY

## GENERAL MANAGER

---

<b>Reports To:</b>	PDRA Board of Directors	<b>FLSA Status:</b>	Exempt
<b>Effective Date:</b>	03/2017	<b>Revision Date:</b>	N/A
<b>Compensation:</b>	\$40,000-\$50,000 annually (based on qualifications)		
<b>Benefits:</b>	Employer-Furnished: Housing and Vehicle Employer-Paid: Employee Housing Utility Cost; Vehicle Expenses; Cell Phone Allowance; Insurance for General Manager and Immediate Family Members (fully paid); PDRA participates in the Texas County and District Retirement System, offers a matching 401K plan up to 7% (Total Benefits Approximately: \$35,000 to \$40,000 per year)		

---

### **ABOUT THE POSITION**

Under the direction of the PDRA Board of Directors, the General Manager is responsible for managing and directing the daily activities of the Palo Duro River Authority. The General Manager serves in a leadership role intended to encourage others through transparency, fiscal responsibility, good communication skills, public speaking abilities and honesty. The GM must create a close, positive, trusting and highly productive relationship with the members of the PDRA Staff and Board of Directors. The GM will lead the organization in enforcing and implementing the state laws and state regulations of Texas related to Water Authorities. The GM will have direct oversight and the responsibility of managing the grounds and properties of Lake Palo Duro, including having the personal ability to step-in and assist in the upkeep and cleanliness of the camp grounds, recreational areas, Authority office and mowing the PDRA property. The GM will be required to perform some property and building maintenance, including having equipment mechanical skills to assist in the upkeep of the facilities. The GM will be charged with preparing and adopting an Annual Budget and Tax Rate for the Authority. Additionally, the GM will manage the budget and ensure that PDRA always meets its fiduciary responsibilities, fully meets contractual obligations and be fiscally responsible manager who ensures that true cost-benefit analysis will always be a component of the decision-making process and the annual budget. The GM has a duty to ensure that the Authority never fails to comply with applicable regulations regarding permitting, reporting and operations. The GM will be obligated to preparing and presiding over monthly PDRA Board Meetings while adhering to the requirements of the Open Meetings Act. The GM will maintain a professional relationship with State Legislatures and legislative staff members; and, may be required to travel to the State Capitol to provide comments or testimony to the legislature related to statutes or bills directly affecting PDRA. The GM shall be responsible for the oversight and implementation of all of the Water Authority's special projects, including capital improvements. Work shall include serving as a representative of the Palo Duro River Authority on Authority, County, Regional, and State Boards and professional organizations that directly benefit the Water Authority. Ongoing professional development in the areas of public administration, management and water are expected. The General Manager shall live on the grounds of the PDRA aka Lake Palo Duro.

### **ESSENTIAL DUTIES\***

- Serves as Chief Administrator and Executive Officer of the Water Authority.
- Reports to the Board of Directors.
- Ensures that all State and Federal Laws, Regulations and PDRA Policies are enforced.
- Employs, manages, and disciplines all employees of PDRA.
- Implements the policies of the Board of Directors.
- Researches and reports on subjects as directed by the Board of Directors.
- Represents the Water Authority with citizens, the community, the public and external organizations.
- Performs other such related duties as may be assigned; including mowing and cleaning of the grounds.
- Keeps PDRA apprised of political, legal, regulatory and technological developments that impact the organization as well as its operations.

---

\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

- Establishes relationships and forging strategic alliances with other authorities, public entities, state agencies and the Texas Legislature will be an ongoing priority.
- Examples of Work are included as Attachment A to this document

## **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Board of Directors
2. Directs: PDRA Staff
3. Other: Has regular contact with the general public, elected officials, state legislatures, PDRA employees and representatives from other localities and water authorities. Maintains relationships with representatives of the Texas Legislature, regional and state agencies.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### *Communication Skills:*

Ability to read, analyze, and interpret general business and government reports, correspondence, and technical procedures.

Ability to effectively present information and respond to questions from groups of citizens, individual citizens, the general public, Board of Directors, legislators, legislative staff, state agency staff and others.

Ability to prepare written communication documents including letters, agendas, and other routine documents.

Ability to effectively communicate with all staff, the Board of Directors, and government officials throughout the State of Texas and Texas Panhandle.

Ability to speak publically to various people, including citizens, local elected bodies, legislative bodies, professional organization peers and other key individuals.

### *Mathematical Skills:*

Ability to analyze and develop comprehensive budgets using spreadsheet software.

Ability to work with mathematical concepts such as probability, fractions, percentages, ratios, and proportions in practical situations.

Ability to understand engineering drawings, estimates, and functions in municipal infrastructure.

Ability to perform basic finance and accounting functions.

### *Computer Skills:*

Ability to utilize spreadsheet software in the preparation of the Water Authority Budget and other mathematical-centric documents.

Ability to utilize word-processing software in the preparation of all written communication (i.e. Microsoft Word).

Ability to utilize software for email communication and scheduling (current software is Microsoft Office).

Ability to utilize basic accounting software.

Ability to utilize basic payroll systems.

### *Physical Demands & Work Environment:*

Ability to lift 45 pounds.

Ability to walk around lake facilities (indoor & outdoor).

Ability to handle office, outdoor, and industrial work environments.

Ability to mow, work on mechanical equipment, pick-up debris and trash and maintenance.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### *Knowledge of:*

Local, state and federal laws and regulations relevant to all Water Authority areas; principles and practices of public administration, tax adoption process, local government management, water development, and water-related

subject matter.

*Management Skills:*

Ability to manage multiple employees with widely varying skill sets and responsibilities.

Ability to manage multiple projects and tasks at the same time – “multi-tasking”.

Ability and willingness to take guidance and direction from the Board of Directors.

Ability to ensure local activities stay within annual budget constraints.

Ability to build a spirit of collaboration and consensus on Organizational goals and objectives.

The General Manager shall live on the grounds of the PDRA aka Lake Palo Duro.

**EDUCATION, TRAINING AND EXPERIENCE**

Bachelors degree in the Sciences, Public Administration, Political Science, Business Administration or Management, or other related field highly desired.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver’s license or available alternate means of transportation.

**PDRA: General Manager**  
**ATTACHMENT A: EXAMPLES OF WORK**

In order to provide a clear and concise outline of the General Manager position for Palo Duro River Authority, the Organization has prepared the below examples of work. This listing is not intended to be fully comprehensive and all items on the list may or may not be applicable in a given year. With expectations of General Managers varying widely across the State of Texas and from one entity to another it is important to the Board of Directors that applicants have a good understanding of the expected role of the General Manager for the Palo Duro River Authority.

- Responsible to the Board of Directors for the proper administration of all Water Authority affairs and responsibilities that may be assigned by Policy or direction of the Board.
- Responsible for maintaining and operating the Water Authority in a prudent and professional manner.
- Has control over all organizational staff members.
- Establishes and maintains an effective system of communications throughout the Water Authority.
- Performs administrative tasks to maintain control of the organization, including routine supervision of employees.
- Develops and/or implements programs to ensure a safe and professional work environment.
- Represents Water Authority in conferences and coordinates organizational activities with civic, business, and public organizations and keeps such organizations informed of the Water Authority business and activities.
- Maintains a visible and active profile in the local communities and region.
- Represents the Water Authority in all concerns and insures that such issues are properly addressed and performed.
- Initiates and follows through with corrective action to rectify any violations.
- Attends and facilitates all meetings of the Board of Directors and participates in discussions and makes recommendations to the Board as appropriate.
- Prepares Annual Water Authority Budget, recommends adoption, and assures all organizational activities are performed in accordance with the annual budget.
- Prepares and executes the statutory requirements for an annual adoption of a Tax Rate; including timelines, public notification requirements and associated responsibilities.
- Ensures all public meetings are posted in accordance with the Texas Open Meetings Act.
- Ensures that all budget and tax rate adoption requirements are met annually
- Advises the Board of Directors on the financial condition of the organization and pending needs.
- Prepares policy and procedural proposals for review and approval by the Board of Directors.
- Actively pursues state and federal grant dollars for specific local projects.
- Dispenses advice, guidance, direction and authorization to carry out major plan, standards and procedures, consistent with established policies and Board approval.
- Recommends policies, contracts, and other procedural items to the Board.
- Maintains and handles sensitive information in a prudent and professional manner.
- Primary point of contact between Water Authority and citizens, organizations, etc.
- Continues professional education and development to maintain and enhance performance.
- Participates in local, regional, and state-level networking opportunities.
- Develops, implements, and maintains a long-range plan, goals, objectives and policies for the Water Authority subject to approval by the Board.
- Ensures that the patrons of Lake Palo Duro are provided with an appropriate level of safety, recreational services, and a clean lake/camping ground environment.
- Physically assists staff with maintenance, mowing and cleaning of entire property grounds.
- Oversee and Implement comprehensive capital improvement projects.
- Participate in regional/state conferences and associations.
- Oversees the adequacy and soundness of the Authority's financial structure and is the Chief Financial Officer.