

**SOUTHWESTERN WATER CONSERVATION DISTRICT**  
**Job Description**  
**General Manager**

**Reports to:** Board of Directors  
**Type of Position:** Full-time  
**Hours:** 40+/week  
**Status:** Exempt

**Position Summary:**

The General Manager serves as the chief executive and management official of the Southwestern Water Conservation District ("District"), reporting directly to its Board of Directors ("Board"). The General Manager works with the Board to carry out the statutory authorities and responsibilities of the District, as it updates, refines, or expands the District's mission and vision in response to evolving water needs in southwestern Colorado. The General Manager is responsible for all business operations, oversees implementation of the Board's policies and programs, and manages District staff.

**Specific Responsibilities:**

- Plan, organize, oversee and coordinate the functions of the District.
- Manage and supervise District staff, which currently consists of one other employee.
- Oversee the planning, coordination and conduct of Board and Board committee meetings.
- Provide staff support to help the Board and its committees fulfill their responsibilities.
- Participate in the development, and ensure the implementation, of the District's mission, vision, strategic plan, goals, objectives, policies and procedures as directed by the Board.
- Anticipate and make recommendations to the Board regarding policy, legislative, legal and technical issues affecting the District, based upon the District's mission, strategic plan, goals, objectives, policies and procedures.
- Prepare memos, studies, reports and/or other documents to provide the Board with guidance in determining the formulation of policy and/or other Board action.
- Work collaboratively to bring together groups of diverse interests regarding water-related issues that affect the District and its constituents.
- Develop and propose creative solutions to the Board on water-related and other issues that seek to represent all of the water-related priorities of the District's broad constituency.
- Anticipate and ensure timely reporting of critical issues to the Board.
- Develop and prepare the District's draft annual budget, present the same to the Board, and operate within the approved annual budget.
- Interact with and manage the District's contractual relationships with the attorneys, engineers, accountants, auditors, and other consultants retained by the District.
- Coordinate District activities with federal, state, and local public and private organizations and represent the District as directed by the Board.
- Interact with and maintain good working relationships with elected officials at the local, state and federal level as well as District water users and constituent groups, including in-District water conservancy districts and the Southwest Basin Roundtable.
- Public outreach and information, including responding to all inquiries and otherwise maintaining open communication with media representatives.
- Serve as the responsible official for the District's public records.

- Confer with and advise District staff on issues relating to the operation and management of the District, as well as enforcement of the Board's policies and priorities.
- Abide by all relevant local, state and federal laws, rules and regulations as well as the District's policies.
- Perform other work-related duties as assigned by the Board of Directors.

**Required education, experience, knowledge, skills and abilities:**

- Candidates must have at least a bachelor's degree. Engineering or legal education preferred but not required.
- Minimum of five to ten years of experience working with local, regional, statewide and Colorado River basin water-related policy, legislative, legal and technical issues and a broad range of water interests.
- Experience in management and/or policy position.
- Solid understanding of Colorado water law, water rights administration, and water quality- related issues.
- Budgeting and financial forecasting.
- Experience working with a board of directors (preferred, not required)
- Ability to communicate ideas effectively, orally and in writing.
- Knowledge of basic, public sector administrative practices and organizational management.
- Proven ability to establish and maintain effective working relationships with a variety of local, county, regional, state, federal and national organizations in matters affecting the District.
- Must be comfortable with speaking before large groups.

**Management Style:**

- Work cooperatively and respectfully with Board members, staff, consultants, and constituents.
- Responsive to Board members' and consultants' requests.
- Anticipate problems ahead of time and keep the Board well informed.
- Works towards building consensus among and with the Board.
- Provide leadership and direction to staff, holding them accountable for their actions.
- Roll up sleeves and pitch in to get the job done.
- Encourage and support the professional development of District staff.

**Personal Traits:**

- Highly ethical and honest.
- Excellent listener.
- Service-oriented.
- Consensus-seeking, where possible, rather than pushing a fixed agenda.
- Goal-oriented, yet flexible to adjust to new issues.
- A people person who works well with others while seeking to accomplish the District's goals.
- Patient and thick-skinned. Able to accept criticism gracefully.

**Location:**

- This position is based out of the District's office in Durango, Colorado. Travel within southwestern Colorado and the State of Colorado will be required as well as occasional out-of-state travel.

**Compensation:**

- The previous Executive Director position has been eliminated. This is a new position and, as a result, the salary is negotiable depending on qualifications, experience, license(s) and educational degree(s) of each candidate. Please state your minimum salary requirement. The District offers a very competitive compensation package, including health insurance, paid time off and retirement benefits as well as extraordinary quality of life in southwestern Colorado.

**Additional Requirements:**

- The District maintains a drug free working environment and employment is contingent on successfully passing a drug test.
- A satisfactory background and reference check will be required as part of the selection process.
- Must possess a current and valid driver's license.
- Must be legally eligible to work in the United States.