

HOLIDAY ISLAND
Job Description

JOB TITLE: District Manager

Exempt (Y/N): Yes

DEPARTMENT: Administration

DATE PREPARED: August, 2002

SUPERVISOR: HISID Board of Commissioners

SUMMARY:

The incumbent is responsible for planning, organizing, coordinating and administering, through management staff, all District functions and activities; provides policy guidance and coordinates the activities of department heads and support staff; and fosters cooperative working relationships with civic groups, inter-governmental agencies, District Board of Commissioners and District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plan, organize, coordinate and direct the work of the District, through District operations, Department Heads, and support staff.
2. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the District.
3. Work closely with the Board of Commissioners, other various public and private organizations, and citizen groups in implementing programs and projects to solve identified problems.
4. Provide regular and detailed information, status reporting and advice to the Board of Commissioners on District goals, operations, issues and programs.
5. Direct the preparation and administration of the annual budget and 5-year capital improvements program for the District.
6. Develop specific proposals for action on current and future District needs, and prepare and recommend long-range plans for District services and programs.
7. Represent the District in contacts with various governmental agencies, community groups, and various business, professional and other organizations either directly or through subordinate staff.
8. Direct the selection, supervision and the work evaluation of departmental personnel; monitor and direct District-wide employee relations, staff development, and problem resolution procedures.

9. Direct the development and implementation of management systems, procedures, and the application of standards for program evaluation on a District-wide basis.
10. Make final interpretations of District regulations and applicable laws to ensure District-wide compliance.
11. Responsible for funds, equipment and/or District property valued at \$23.8MM.

SUPERVISORY RESPONSIBILITIES:

The incumbent has direct supervisory responsibility for 8 Department Heads and 2 contracted operations for the District. The incumbent is responsible for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A minimum of a bachelors degree in public or business administration/related field, combined with directly related experience that provides the following knowledge and skills:

Knowledge

1. Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision;
2. Principles, practices and program areas related to the management of District functions;
3. Applicable legal guidelines and standards affecting District administration;
4. Principals and practices of public finance and budget development and administration; and
5. Principals and practices of contract administration and evaluation.

Skills

1. Planning, organizing, administering and coordinating a variety of complex District services and programs;
2. Selecting, motivating and evaluating staff and providing for their training and professional development;
3. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls;

4. Analyzing complex technical and administrative health, safety and social services problems, evaluating alternative solutions and adopting effective courses of action;
5. Preparing clear and concise reports, correspondence and other written materials;
6. Establishing and maintaining cooperative working relationships with the Board of Commissioners, and a variety of property owners, public and private organizations, and District staff; and
7. Exercising sound, independent judgment within general policy guidelines.

The typical combination of education, knowledge and skills outlines above would include graduation from a college or university and six (6) management and administrative experience in a municipal government or similar public agency setting, of which at least three (3) years was at a department head level.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects and to talk or hear. The employee must occasionally stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close, color and distance vision, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.