

## **Job Title: System Manager**

### **Minimum Qualifications**

**Job Summary:** Manages and directs the Warren Water District to provide water to the rural families, farms, businesses, and communities of Warren, Madison, and portions of Dallas, Clark, Lucas, and Polk Counties, Iowa. Residence within or relocation into the Warren Water District would be preferred.

### **Education**

Bachelor's Degree in Engineering, Sciences, or Public or Business Administration, with additional or continuing education in water management, and a minimum of four years operational experience in a water utility; or minimum of 15 years of experience, including 5 years in management, in a water utility, preferred.

### **Minimum Experience**

- Minimum 5 years management experience within a water utility including budgeting, planning, programming, and personnel supervision.

### **Licenses/Certifications**

- Water Treatment Grade III, Water Distribution Grade III, and Wastewater Treatment Facility Grade II Certifications or able to acquire these certifications within 6 months of assuming the position of Systems Manager.
- Valid Iowa Driver's License (or ability to attain one) and insured or insurable.

### **Essential Duties and Responsibilities**

- Plans, coordinates, and controls the daily operation of the Warren Water District including water distribution, customer service, finance and accounting, and related support functions.
- Ensures the daily business of the District is conducted ethically and cost consciously.
- Assesses the districts resources for current and future business and operational needs. Establishes and implements current and long-range goals, objectives, plans, budgets, and policies for the utility subject to review and at the direction of the Warren Water District Board.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards, and procedures consistent with established Warren Water District policies. Interpret and enforce established District Policy.
- Effectively communicate with and provide leadership and guidance to the District staff and promote a productive working environment.
- Effectively report to and perform duties as assigned by the Board.
- Liaison with State and Federal agencies.
- Maintains an effective and respectful relationship as a representative of the District to customers, business partners, other utilities, and the community. Promote positive public relations.
- Assist staff in resolving customer issues in a positive manner with within the rules and regulations of the District.

- Review and recommend updates to the Board as necessary: District hiring procedures and policies, training/licensing requirements, the employee handbook, business practices, office methods, and operational procedures and policies.
- Oversee the District's financial structure including all financial accounting, payroll, and budgeting.
- Arrange and participate in the Annual Audit.
- Ensure the finances of the District are properly managed and secured and in compliance with any debt bond covenants.
- Ensure the District assets are properly maintained and ensured.
- Develops and reviews the District's operations plan, operating results, and revises and updates as needed to ensure all District customers are appropriately served and any unsatisfactory results or conditions are corrected. Lead advocate in the District for abundant, safe, and affordable water.
- Prepare Agenda, written Manager's Report, and supporting materials and ensured they are delivered to the Board in advance of Board meetings.
- Attend Board meetings and the Annual Meeting and other meetings as directed as a representative of the District or appoint a delegate with the Chair's approval.
- Ensure the District's operations are in compliance with all applicable State and Federal regulations.
- Represent the District at regional utility functions and intra-utility or Iowa Department of Natural Resources meetings, communicating and advocating the District's positions. Coordinate sessions when necessary with proper consultants and the Board.
- Keep abreast with, inform the Board of, and initiate if necessary new regulations, requirements, employee and safety issues affecting the District.
- Represent the Board with Central Iowa Water Works as appropriate.
- Performs other duties as assigned.

### **Skills & Abilities**

- Able to foster strong relationships with staff, Board, industry peers, policy makers, community leaders, and other organizations.
- Excellent interpersonal and oral and written communication skills with knowledge of public relations principles and techniques.
- Understanding of water industry and regulatory knowledge and waterline construction.
- Ability to analyze and interpret financial data, develop financial plans, and manage resources.
- Motivational leader able to develop and train staff to ensure District operations are adequately covered.
- Able to troubleshoot complex problems, even those beyond area of expertise, to ensure that issues are addressed including safety, environmental, financial, personnel, governmental contracting, and individual issues.

Warren Water District offers a full benefit package, including health insurance, dental/vision support, IPERS retirement plan, Iowa Retirement Investors Club (RIC), holidays, and vacation. Salary range is \$100,000 to \$150,000 based on experience and qualifications.

Applicants should submit a cover letter, resume, and confidentiality form (available at <https://www.warrenwaterdistrict.com/>) to the attention of Carol Butler Freeman. Application packages should preferably be submitted electronically to warrenwaterdistrictia@gmail.com or alternatively by mail to Carol Butler Freeman, 2437 Willow Bend Trail, Saint Charles, IA 50240. Applications must be received by July 15, 2024.

Warren Water District is an Equal Opportunity Employer.

**REQUEST FOR CONFIDENTIAL TREATMENT OF APPLICATION  
MATERIALS AND CLOSED SESSIONS FOR INTERVIEW WITH AND  
DISCUSSIONS BY THE BOARD**

As an applicant for the position of System Manager at the Warren Water District, I have submitted to the Board certain documents in application for employment. It is my understanding that my employment application documents are protected from public disclosure under the Iowa Public Records Act. I have submitted my employment application documents to the Board with the express understanding that these will be kept confidential. I also hereby request that any interview with the Board and any discussion by the Board of my employment application be held in closed session as provided by Iowa Code Section 21.5(1)(a) and/or 21.5(1)(i).

As an applicant for the position of System Manager, I understand that the Board needs to have a full and frank discussion of my candidacy including, but not limited to, a discussion of my previous work experiences; any positive and negative performance evaluations which I may have received; any disciplinary action which may have been taken against me by an employer; any record of criminal charges; and any negative, adverse, or unfavorable reports or references which the Board has received regarding me from any and all sources.

I believe that this kind of discussion may cause needless and irreparable injury to my (or anyone's) reputation, and I hereby request that the Board hold its discussion and conduct any interviews and evaluation of my professional competence for hiring as System Manager in closed session(s) as provided by Iowa Code Section 21.5(1)(i).

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Applicant

\_\_\_\_\_  
Date