

Job Posting – July 6, 2026 – July 24, 2026

General Manager – Marion Water Department (MWD)

The MWD is seeking an experienced and community-focused leader to serve as our next General Manager and Board Secretary. This is an opportunity to lead a dedicated team that provides safe, reliable water service to a growing vibrant community of 42,000 plus residents. The selected candidate must have the skills and knowledge to continue to expand the department to meet future growth, infrastructure investments, and operational excellence.

The General Manager reports directly to a 5-member board of trustees who serve 6-year terms and are appointed by the mayor and approved by the city council. The successful candidate will oversee daily operations, financial management, strategic planning, regulatory compliance, and customer service while maintaining strong relationships with employees, customers, contractors, other city departments, and community stakeholders.

Our next leader must be committed to serving the public and combining operation knowledge, sound decision-making, and financial stewardship to meet the future needs of this growing community.

Compensation and Benefits

Salary Range: \$125,000 - \$150,000 or based on qualifications

IPERS, 457 plan, Health, Dental, Vision, Life/Disability Insurance, Vacation, Sick Leave, 11 Holidays and 2 Personal Days

For more information about the MWD please visit -

<https://www.cityofmarion.org/government/water>

To view the job description and apply online please visit –

<https://cityofmarion.bamboohr.com/careers>

Marion Water Department General Manager

Definition:

Under general direction of the Board of Trustees:

- Formulates and reviews Rules and Regulations and applicable Standard Specifications of the board;
- Oversee Department Supervisors in their tasks of operation and maintenance of the water treatment plants, water distribution system, and Department office;
- Coordinates State and Federal requirements with the operations of the Utility;
- Manages and plans for the financial, capital, natural, and human resources of the Department;
- Follows Marion Water Department Personnel Policies.
- Performs related duties as required.

Duties:

- Implements, directs, and coordinates policies as established by the Board of Trustees, prepares with staff input an annual budget for Board review and approval which is adequate to meet the operating, capital, and financial needs of the Department
- Supervises and reports to the Board on financial and operational status of the Department
- Annually reviews water rates and projected cash flows and recommends necessary adjustments to the Board.
- Manages capital and financial plans to efficiently provide for maintenance and growth of the water system to meet the needs of the citizens and businesses of Marion. Review and approve construction and site plans.
- Secretary to the Board, ensures safekeeping of all official documents, contracts, minutes of Board meetings
- Serves as Hearing Officer in the event of personnel matters or customer complaints
- Reviews and approves expenditures prior to payment
- Oversees monthly bank statements and presents the monthly fund balance report to the Board
- Supervises the Department's public relations efforts, including dissemination of the bi-annual Consumer Confidence Report
- Represents the Department in the community, as a public spokesperson. This may require duties working outside of normal working hours.

Qualifications:Education/Experience:

- Bachelor's degree in Engineering, Science, Finance, Public Administration, Business Administration or related field and/or years of progressively responsible utility program management experience, including administrative and supervisory responsibility.

Licenses/Certifications:

- Valid driver's license with a good driving record
- Submit to background check

Preferred Qualifications:

- Advanced degrees in Engineering, Science, Public Administration, Business Administration, or a related field
- Water Industry or public sector experience
- Active participation within professional water organizations
- Live within the Metro area

Knowledge/Skills/Abilities:

- Ability to foster strong relationships with industry peers, policy makers, Water and City Department Supervisors/Employees, and other organizations
- Excellent interpersonal and communication skills with knowledge of public relations principles and techniques
- Ability to work effectively with a wide range of constituencies in a diverse community
- Understanding of the water industry and regulatory knowledge
- Knowledge of contracting, negotiating, and change orders
- Skill in examining and re-engineering operations and procedures
- Ability to analyze and interpret financial data, develop financial plans and manage resources
- Ability to motivate teams, develop and challenge staff and build diversity within the workforce
- Demonstrate appreciation and skills in working with Water and City Department leadership
- Skill in working with and educating a diverse Board, many committees, and the community on water issues and concerns
- Extensive knowledge of water system practices and procedures
- Extensive knowledge of federal and state laws and regulations
- Scientific and engineering skills
- Understanding of Cost-of-Service methodologies and utility accounting
- Knowledge of technology architecture and business application

Hardware/Software/Equipment/Tools Needed to Perform Job:

Frequently/Often:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Zoom/Teams
- AI CoPilot/Gov.ai
- Adobe Acrobat
- Smart Phone
- Personal Computer
- Laptop/Notebook/Tablet
- General Office Equipment

Sometimes:

- GIS
- Budgeting Software
- AutoCAD