

Upper Gunnison River Water Conservancy District General Manager Position Description

The Board of Directors has the ultimate responsibility and authority for the successful operation of all aspects of the Upper Gunnison River Water Conservancy District, and as such, supervises the General Manager and General Counsel, and may at its discretion, modify this Position Description.

The Board of Directors premises this Position Description on the assumption that General Manager and General Counsel will constitute the District's management team and will function as such to accomplish the District's goals and objectives and the work assigned by the Board of Directors. Each position will report independently to the Board. Each person is expected to execute their respective responsibilities and authorities commensurate with his/her respective skills, training and experience to collectively contribute to the successful management and operation of the District.

Unless otherwise specifically noted or solely applicable to the UGRWCD as a public sector entity, the responsibilities and authorities described herein shall be applicable to the General Manager as his/her role as General Manager for the Water Activity Enterprise.

The General Manager shall be responsible and has the authority for the successful execution of the duties described herein.

1. Staff Management

Whenever the General Manager is absent from the office, the General Counsel may assume any or all the duties the duties described herein:

The General Manager is responsible for the management of the staff and its functions. As such the General Manager shall:

- 1.1 Create, eliminate and/or restructure positions as needed to achieve the goals and objectives of the District within the approved budget and to ensure smooth operations of its activities. Any restructuring of staff or position descriptions shall be reviewed with the Board prior to implementation.
- 1.2 Manage restructures, new salaries and current salary adjustments, changes to benefits, and other related activities shall be supported by appropriate data.
- 1.3 Provide staff to ensure the General Counsel has the support necessary to meet all of his/her responsibilities.
- 1.4 With the exception of legal staff, prepare measurable performance objectives, conduct periodic performance evaluations, manage corrective action programs, and review personnel actions with the Board.

- 1.5 Manage the District's plans for augmentation, including supervision of the sale of augmentation water.
- 1.6 Review with the General Counsel any positions that are created or terminated, employee assignments, salary adjustments, corrective action programs, engagements, and terminations to ensure all legal and regulatory requirements are met.

2. Financial Management

2.1 General

- 2.1.1 Manage the District's approved annual budget. Make recommendations to the Board for any adjustments to the annual budget as appropriate.
- 2.1.2 Establish and maintain appropriate procedures, including but not limited to delegation of responsibilities and authorities, for the proper review, approval, and documentation of all District's payroll, reimbursements, invoices, and other forms of payment.
- 2.1.3 Establish and maintain appropriate policies and/or procedures, including but not limited to delegation of responsibilities and authorities, for the purchase of goods and services by the District's Board, staff and contractors. All such activities covered by this subsection shall be documented.

2.2 Annual Budget Preparation and Approval

- 2.2.1 In consultation with the Board, General Counsel, staff, contractors, citizens, and other stakeholders as needed, prepare an annual budget for Board's initial review at its September meeting. Prior to final budget approval by the Board at its December meeting, participate with the Board and General Counsel in the review of the budget and accompanying budget messages.
- 2.2.2 Prepare the final budget for the Board's approval on or before its December meeting. Ensure that the annual budget is properly documented, approved, signed, and delivered per current state law.

2.3 Grant Acquisition and Management

- 2.3.1 At the direction of the Board, prepare (or oversee the preparation of) applications for grants from external agencies available and necessary for projects or programs the Board determines to be necessary for carrying out the District mission.
- 2.3.2 Manage the appropriate and lawful distribution and use of grants obtained from external agencies in the execution of Board-authorized projects or programs.

2.4 Annual Audit

- 2.4.1 In cooperation with the Board Treasurer schedule, prepare for and assist with the annual State audit.
- 2.4.2 Review results of the audit with the Board, and in cooperation with the Board Treasurer, make appropriate recommendations for changes in the Districts operations.
- 2.4.3 Ensure all relevant audit requirements, including filing deadlines, are met.

3. Board of Directors

3.1 Regular Board and Board Committee Meetings

- 3.1.1 Prior to each regularly scheduled UGRWCD meeting prepare and distribute Board of Director material to all Board members in a timely manner that ensures sufficient review.
- 3.1.2 In cooperation with the President of the Board, or his/her designee, and General Counsel, review the agenda and packet materials in preparation for each regularly scheduled meeting.
- 3.1.3 Ensure minutes for each regular and special meeting of the Board are taken, prepared, reviewed, approved, and filed.
- 3.1.4 Coordinate the support for, and participate as necessary, in any special or committee Board meetings.

3.2 Board Relations

- 3.2.1 Respond to all reasonable Director requests for materials in a timely manner. Whenever informational requests are deemed excessive and/or would significantly disrupt normal operations, review such requests with the President or the Board.
- 3.2.2 Establish and maintain a flow of information to the Directors about matters of necessary interest to Directors, including but not limited to:
 - State-level implementation of Colorado's Water Plan
 - Relevant developments in water planning from other Colorado basins
 - Regional implementation of Drought Contingency Plan (UCR Commission)
 - Studies, research projects, reports useful to local watershed management planning
- 3.2.3 Ensure all Director correspondence is forwarded to the appropriate Director.
- 3.2.4 Ensure all Board of Director manuals are maintained and updated as needed.
- 3.2.5 Coordinate training of any new Director.

3.3 Director elections and appointments

- 3.3.1 As required, and in cooperation with the General Counsel, coordinate and manage the election of a Director.
- 3.3.2 If no election is required, manage, and in consultation with the Chief District Court judge, the appointment process for any vacant Board of Director position.

4. Project and Consultant Management

4.1 Projects

When the District engages in projects to improve water availability, defend basin water interests, address basin augmentation needs, and develop and maintain water rights, storage and/or distribution, the General Manager shall:

- 4.1.1 Develop and maintain project selection methods that incorporate, but are not limited to, supply and demand needs within the basin, economic viability, risk management, permitting, and O&M.
- 4.1.2 Maintain, update, execute timelines, and otherwise follow through on the adaptive Upper Gunnison River Watershed Management Plan, with full awareness of what is happening in water management planning at the state and regional levels, that would impact the local plan and local water users.
- 4.1.3 Develop and maintain procedures to ensure proper and competitive contracting procedures for any and all aspects of projects and O&M.
- 4.1.4 Manage all aspects of any project from conception through completion.
- 4.1.5 Manage O&M and related financial requirements for completed projects.
- 4.1.6 Serve as the District's lead representative for any multiple jurisdictional projects. Develop and maintain necessary programs to meet District responsibilities for these projects.
- 4.1.7 Ensure the Board receives timely and appropriate progress reports for all projects.

4.2 Consultants

From time to time the District may engage professional technical or legal support to meet its goals and objectives, and other activities it deems important to its mission. In support of this the General Manager shall:

- 4.2.1 With the exception of legal and legislative consultants, manage all consulting relationships.

- 4.2.2 Develop and maintain consultant or contractor selection methods to ensure proper and competitive announcements and selection, periodic and final reviews, corrective action plans and terminations.
- 4.2.3 Provide the General Counsel with technical support for legal and legislative consultants.
- 4.2.4 Provide the General Counsel with technical support for matters that fall within the responsibilities and authorities of the General Counsel.

5. Public Relations

As a taxpayer supported institution, it is critical that the District maintains and enhances public support, education and involvement. To help the District fulfill this mission, the General Manager will:

- 5.1 Manage all aspects of the District public relations.
- 5.2 Serve as the principle contact for the media and public.
- 5.3 Actively seek public educational opportunities.
- 5.4 Keep the Board adequately informed of any issues that may affect the District's operation and/or public standing.
- 5.5 Manage the District's web site.

6. District Associations

- 6.1 Manage, and where appropriate, serve as the District's representative to non-legal and non-legislative organizations, entities and functional activities in which the Board has committed to participate.
- 6.2 Coordinate with the General Counsel to recommend the addition to or subtraction of organizations, entities and functional activities for participation by the District.
- 6.3 Where there is multiple Board and staff interest or expertise, coordinate with the Board and the General Counsel to ensure the most appropriate representative is selected to represent the District and multiple representative costs are controlled.

7. Administrative

- 7.1 In cooperation with the General Counsel, manage the development and implementation of needed District policies. Implement existing District policies.
- 7.2 Ensure that the District's personnel manual reflects appropriate personnel policies and update policies as required.
- 7.3 Ensure that hard copy and electronic filing lists are maintained and accurately reflect needed subject matters.
- 7.4 Effectively manage all voice, electronic and hard copy correspondence.
- 7.5 Regularly review the District's insurance policies to ensure that the District has appropriate and adequate coverage as required by law and good risk management for all its staff and operations.
- 7.6 Manage any other administrative activities as may from time to time arise.

8. Other Requirements

Performs other work-related duties as assigned by the Board of Directors.