

## **Job Announcement for General Manager**

The Butts County, et al. Water and Sewer Authority, located in Butts County, Georgia is seeking candidates for the position of General Manager. The person selected will work for a short period of time as Deputy Manager alongside the current General Manager who will retire from this position in March 2020.

The General Manager plans, organizes, manages, directs and implements the goals of the Authority's Board of Directors. Duties and responsibilities include, but are not limited to:

- working with the Board of Directors on both fiscal and developmental levels
- seeking and administering grants and loans
- serving as chief budget developer
- providing hands-on day-to-day financial management
- developing short- and long-term organizational plans
- providing human resource management
- directing construction of water and sewer extension projects
- materials procurement for said projects
- bidding contract construction
- supervising special projects and studies
- overall direction of production, distribution, and treatment of Authority's drinking water, collection and treatment of wastewater
- maintaining a commitment to customer service, public relations and developing strong community ties.

The General Manager is responsible for an annual O & M budget of \$4M, ten-year Capital Improvements Plan budget of \$20 M+, and a total staff of 25. The Authority supplies water to approximately 7500 metered water accounts in unincorporated Butts County, Jackson, and Jenkinsburg and 200 sewer accounts in unincorporated Butts County. The Authority constructs and maintains the water distribution system and wastewater collection system in unincorporated Butts County.

Candidates should have knowledge of appropriate State and Federal regulations, knowledge of civil engineering and infrastructure planning, excellent oral and written communication skills, leadership skills, ability to develop and maintain effective working relationships with various stakeholders and elected officials.

The ideal candidate would be a graduate of a four-year college or university with any of the following degrees: public administration, business management, engineering technology or related field, and have considerable supervisory experience at a management level with a local government organization, preferably in a utility environment; possession of Georgia water and/or wastewater operator certifications, and/or a graduate degree in public administration or related field are preferred. Candidates with an equivalent combination of education and experience will be considered.

Salary range \$80,000 - \$130,000

Position is open until filled. First review of application will begin on November 15, 2019.

Please submit a resume' and letter of interest to the Butts County, et al. Water and Sewer Authority, attention Marcie R. Seleb at P.O. Box 145, 100 West 2<sup>nd</sup> Street, Jackson, Georgia 30233, or by email at [mseleb@buttswsa.com](mailto:mseleb@buttswsa.com).