

Pacific City Joint Water-Sanitary Authority

Position Description: Authority Manager

Overview of Position:

The position of Authority Manager is a salaried management position responsible and accountable to the elected PCJWSA Board of Directors and the public served by PCJWSA.

The Authority Manager is responsible for water and sanitary services provided within the Pacific City-Woods Community Growth boundary (an unincorporated community), including related financial, administrative, operational, and technical management as follows.

Financial Responsibilities:

Chief budget officer, financial manager and controller.

Duties include:

- Development of the annual budget;
- Management of investments, capital expenditures, receivables/payables, payroll, audit functions, and all required forms of insurance;
- Management/maintenance of financial records, including archives;
- Procurement of goods and services on behalf of the Authority.

Required expertise:

- Knowledge of Oregon Budget Law;
- Working knowledge of infrastructure funding options, GAAP Fund Accounting principles, data security and recordkeeping, including records exempt by law from public disclosure;
- Working knowledge of Prevailing Wage rules and requirements;
- Familiarity with numerous computer software programs currently in use, including the Authority's financial and billing software.

Administrative Responsibilities:

Chief administrator, public relations manager, media spokesperson and safety officer.

Duties include:

- Supervision of administrative, clerical, and field personnel, including hiring, training, scheduling, salary administration, and performance review;
- Communication with PCJWSA Board, to include coordination of business meetings, development of meeting agendas and topics, and preparation of resolutions and ordinances;
- Communication with the Authority's legal and financial advisors, as necessary;
- Development and implementation of employee safety programs and procedures;

- Preparation and administration of construction projects for the Authority, to include preparation of bid documents, obtaining easements, bidding of the work, bid award with contractor payments, and general administration of the construction work;
- Management of Authority water rights and water use permits;
- Development of monthly and annual regulatory compliance reports;
- Assure compliance with public meeting and information access laws;
- Implementation and enforcement of Authority policies, procedures, ordinances and regulations.

Required expertise:

- Complete and thorough knowledge and understanding of PCJWSA policies;
- Working knowledge of employment law and fair practices as they apply to the workplace;
- Working knowledge of industry standards regarding salary and employment benefit packages;
- Working knowledge of Occupational Safety and Health (OSHA) regulations and standards;
- Working knowledge of Oregon Water Law;
- Working knowledge of computer programs involved in administrative duties, including the Authority's asset management software;
- Advanced communication skills in the written, spoken and electronic formats.

Operational and Technical Responsibilities:

Chief compliance officer, technical advisor and operator

Duties include:

- Management of water and wastewater treatment plants, including maintenance of wastewater effluent quality within N.P.D.E.S. permit standards;
- Management of water distribution and wastewater collection systems, including water and sewer mains, service lines, water storage tanks, pump stations, and sewer lift stations;
- Management of two groundwater wellfields with six individual wells;
- Management of the Authority's Cross Connection Program;
- Creation, review, and ongoing redevelopment of Water Master Plan, Sewer Master Plan, and Water Management & Conservation Plan;
- Development, implementation and oversight of construction projects.

Required expertise:

- Working knowledge of water and wastewater facilities, equipment, treatment techniques and process control methods;
- Working knowledge of groundwater sources and wellhead protection methods and standards;

- Working knowledge of laboratory equipment and analytical methods for water and wastewater;
- Working knowledge of automation and control systems, including SCADA, radio telemetry, and programmable logic controllers (PLC's);
- Working knowledge of instrumentation, including flow meters, level indicators, pressure transducers, and water quality analyzers;
- Working knowledge of water and wastewater construction techniques and standards;
- Project management experience including budgeting, design, construction, facility operations and maintenance;
- Working knowledge of regulatory requirements and related legal statutes pertinent to operation of the facilities;
- Experience dealing with numerous regulatory agencies, including those overseeing water and wastewater facilities;
- Experience working with technical consultants including engineers, architects and vendors;

Qualifications:

1. Applicable Undergraduate Degree or minimum of 10 years of experience directly relevant to job duties.
2. Minimum five years of responsibility for a Grade III or higher activated sludge or sequencing batch reactor wastewater treatment facility; Grade II or higher wastewater collection system; Grade I or higher water distribution system; and Grade I or higher membrane surface water treatment plant.
3. Minimum ten years of supervisory experience in the water and wastewater professions demonstrating a minimum of five years of increasingly responsible supervisory duties, including operations and administrative functions.
4. Possession of the following certifications:
 - a. valid Oregon Wastewater Treatment Operator III License.
 - b. valid Oregon Wastewater Collection Operator II License.
 - c. valid Oregon Water Distribution Operator I License.
 - d. valid Oregon Water Treatment Operator I License.
 - e. valid Oregon Cross Connection Specialist License.

NOTE: Preference given for higher certifications than those listed. Licensing through reciprocity will be considered if equivalent requirements with Oregon can be demonstrated.

Compensation: Management Schedule; commensurate with qualifications and experience.