



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

ORGANIZATION:	Rogue Valley Sewer Services
POSITION:	Full Time
LOCATION:	Central Point, Oregon
DEPARTMENT:	Administration
JOB TITLE:	General Manager

PURPOSE OF POSITION: Oversee the operations of Rogue Valley Sewer Services. The General Manager serves at the will of the Board of Directors

ESSENTIAL JOB FUNCTIONS

- **Coordination with Board of Directors**
 - Take action as needed to meet the policy goals established by the Board of Directors.
 - Provide the Board of Directors with all relevant information necessary for the Board to make informed decisions.
 - Maintain compliance with provisions of the Oregon Public Meetings Law, Public Records Law, and ethics guidelines for public agents.
- **Personnel Management:**
 - Responsible for hiring, firing, discipline, and the retention of employees needed to perform the work of the District.
 - Responsible for the development of Personnel and other policies for review and approval by the Board of Directors.
 - Responsible for developing procedures and guidelines for directing the work of employees
- **Financial Management:**
 - Responsible for the development of the annual budget for approval by the Board of Directors and the Citizen Budget Committee.
 - Responsible for developing rates and fees for review and approval by the Board of Directors.
- **Advanced Planning**
 - Responsible for developing capital improvement plans to ensure that the infrastructure has adequate capacity and is in good condition to serve future users.
 - Responsible for developing a long-range financial plan to ensure that user rates are sufficient to cover expenses without being excessively high.
- **Intergovernmental Communication**
 - Maintain open communications with other public agencies within the RVSS district boundaries.

MANDATORY REQUIREMENTS:

- Strong oral and written communication skills. Ability to effectively communicate with a broad spectrum of audiences, including the general public, construction contractors, public officials, and state and federal regulators. Comfortable with public speaking and engaging with challenging individuals.
- Experience managing a staff with diverse backgrounds and skill sets.
- Strong knowledge of regulations governing the operation of public agencies in Oregon.

DESIRABLE REQUIREMENTS

- Working knowledge of public agency budget law in Oregon.
- Working knowledge of public works management.
- Working knowledge of civil engineering principles, particularly in regards to municipal sewer systems and stormwater systems.
- Knowledge of communication principles, media, and marketing techniques.

CORE COMPETENCIES: RVSS has identified the following core competencies as essential for success in this position.

INTEGRITY: Must think and act ethically and honestly. Apply ethical standards of behavior to daily work activities. Take responsibility for one's own actions and foster a work environment where integrity is rewarded.

MISSION FOCUS: Must understand and support RVSS's mission and its core purpose for being. Believe in the mission, value it, and be committed to it. Communicate it to staff, stand behind it, and interpret its applications for others. Frequently refer to the mission and incorporate it into daily activities.

ORGANIZING AND PLANNING: Have strong organizing and planning skills that allow them to be highly productive and efficient. Manage time wisely and effectively prioritize multiple competing tasks. Plus, organizes and actively manages meetings for maximum productivity.

COMMUNICATIVENESS: Recognize the essential value of continuous information exchange. Take responsibility for ensuring that staff have current and accurate information needed for success.

POSITIVE IMPACT: Make positive impressions on those around them. Personable, self-confident, and generally likeable. Optimistic and enthusiastic about what they do, excitement is contagious. Energize those around them.

CREATIVITY: Generate original ideas, encourage new ways of thinking, explore options, and develop innovative solutions. Challenge pre-existing conceptions and offer alternatives. Find new ways to look at old problems. Encourage others to challenge old assumptions and try innovative improvements.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. Duties involve moving materials weighing up to 25 pounds on an infrequent basis. Manual dexterity and coordination are required for over 25% of the work period while operating standard office equipment.

WORKING CONDITIONS:

Approximately 80% of the work period will take place in a standard office environment, where the noise level is typical of most office environments with telephones, interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES

Responsible for the supervision of all district staff. May delegate certain supervisory duties to department heads.

SUPERVISION RECEIVED

Works under the supervision of the Rogue Valley Sewer Services Board of Directors.