



NORTHEAST TEXAS MUNICIPAL WATER DISTRICT

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General Manager

Dominik Sobieraj
Operations Manager

General Manager Job Description and Qualifications

Overview

Northeast Texas Municipal Water District seeks a new General Manager to serve as the chief executive of the organization, assuring success by building upon the District's strengths and facing its challenges.

The General Manager manages the affairs and business of the Water District and serves as liaison within the eight-county service area of the District, its seven member cities, partners, customers, the Texas Legislature and other governmental and community entities within the District's area of influence. Ample diversity exists within the service area of the District.

The GM will be a proven business executive or professional who possesses a rare combination of attributes and skills to be successful – financial understanding, business acumen, keen understanding of water and environmental issues, visionary, expertise in external relations, flexibility, and strong communication skills. The GM will work a conventional schedule and work successfully with both large and small partners and members, both private and public, and serve as the District's primary spokesperson.

The culture of the District is based on trust, results, public service and strategic planning. The GM should be able to maintain the culture while also shoring up the organization through team development, including defining and building succession from within the District's staff.

The GM will be acutely respectful of the cultural, environmental, and social aspects of the areas served by the District and will be committed to transparency in all dealings.

Job Summary

The General Manager is the chief executive and is directly charged with the business of the District subject to the oversight by the Board of Directors and supplies customers with an adequate supply of water at the lowest rates consistent with board policy, giving due regard to the District's obligation to the customers, the employees, various government bodies, and contractual requirements. The General Manager is responsible for the appointment, supervision, and termination of all employees of the District.

Scope of Work Environment

The General Manager reports directly to the Board of Directors. The position directs and administers all activities of the District, within a general framework of approved policies, budgets and programs developed by the Board of Directors and in compliance with all bond covenants. This position has frequent contact with state government officials and elected city officials, contractors, consultants, utility department heads, employees, and general public. The position directly supervises the department heads of the various divisions within the District.

Skills and Requirements

- Graduate degree – MS, MBA, MPA or JD in law, management, administration, geosciences, or a related field is preferred but a 4-year degree from an accredited college may be considered the minimum.
- Five years of progressively responsible leadership experience and full budgetary responsibility in an organization of similar size to the District.
- Proven business acumen with ability to grow profitable revenue.
- Five years of work experience with both TCEQ and TWDB is preferred but five years' experience with at least TCEQ or TWDB may be considered the minimum.
- Successful track record of working with legislative and regulatory bodies at all levels of government.
- Broad understanding of water and environmental issues required. Expertise in two or more of the following fields is preferred: flood control, water production, water quality, decentralized wastewater facilities, water conservation. Knowledge of state and federal laws and regulations pertaining to water, water quality, public safety, public records, public meetings and environmental matters is desired.
- Skilled negotiator. Equally adept at negotiating, suggesting policy, and implementing business deals.
- Ability to manage multiple projects simultaneously and deliver quality projects on time and within budget expectations.
- Ability to supervise and coordinate all authorized work of engineers, attorneys, financial advisors, governmental liaisons, computer programmers, and accountants working on behalf of the District.

Personal Traits

- Visionary leader with passion and energy for the District's mission and values.
- Able to instill confidence in business partners, member cities, employees and elected officials. Possesses empathy for all impacted by the District's operations.
- Leads by personal involvement and example. Uses delegation wisely. Strong work ethic and dedication to serving in a collaborative environment.
- Level-headed, well-rounded, flexible and dependable. Ability to recognize different personality styles to communicate effectively with all people. Is compassionate to all employees.
- Bridge-building personality. Able to work with groups that have different agendas or desired outcomes. Must possess ability to deescalate conflicts within group settings.
- Integrity beyond reproach. High moral standards appropriate for leading an organization dedicated to the good of the public. Champion the District's culture, member partners, customers and employees.
- Must be able to pass a credit and criminal background check.

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