

# Paint Brush Hills Metropolitan District

## Position Description

<b>Job Title:</b> District Manager	
<b>Position Status:</b> Full-Time Salaried	<b>Fair Labor Standards Act (FLSA):</b> Exempt
<b>Reports to:</b> District Board of Directors	<b>Revision Date:</b>

The following position description is established by the Board of Directors of the Paint Brush Hills Metropolitan District ("District") to outline the basic requirements, duties, functions, and responsibilities of the position of District Manager. The position is an "at-will," full-time, salaried, exempt position.

### Position Overview

The District Manager is the highest-level employee of the District who works at the direction of the Board of Directors performing the duties within the scope of work described below.

### Essential Job Functions

- Coordinates Board meetings including the preparation, distribution, and posting of meeting agendas.
- Provides the Board with the background of and recommendations on Board meeting agenda matters.
- Prepares for and attends regular and special meetings of the Board.
- Prepares the minutes of the each Board meeting and circulates them to the District's General Legal Counsel for review and comment to ensure all statutory requirements have been met.
- Ensures that the District meets all Colorado Revised Statutes Title 32 statutory compliance requirements.
- Ensures that the District's Annual Budget is prepared, adopted, and filed as required by the Colorado Revised Statutes and other governmental entities.
- Coordinates the preparation of the District's annual audit including obtaining proposals for the auditor, audit reviews, Board acceptance, and statutory filing.
- Ensures that all debt compliance is followed and coordinates compliance requirements with lenders, accountants, and the District's General Legal Counsel.
- Coordinates the preparation and execution of Independent Contractor Agreements for all vendors where required, and maintains records of valid Certificates of Insurance for each contracted vendor.
- Prepares and maintains a record of all Board members, consultants and vendors.
- Performs the duties of Designated Election Official for all District elections.
- Directs and oversees all service providers, consultants and employees.
- Prepares and submits statutory filings, except judicial filings, with the various State, County, City or Town officials, as required. Coordinates the review and approval of statutory filings with the District's General Legal Counsel.
- Responds to inquiries made by various officials, property owners, or consultants.
- Sets up and maintains the official records of the District and acts as the District's Custodian of Records.
- Works with the District's insurance agent and/or insurance provider to maintain proper levels of insurance coverage including maintaining a list of District assets, property values, and vehicle drivers.
- Reviews, approves, and codes all vendor invoices for payment, and ensures that timely payment is made to all vendors.

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- Ensures that all customer billing functions are completed on a regular and timely basis including but not limited to meter reading, monthly billing, payment processing, and delinquent account collections.
- Ensures that all District vehicles are maintained to assure a high level of performance and expected length of service.
- Ensures that all District infrastructure, buildings, and grounds are maintained.
- Ensures that all District tools and other equipment are maintained assure a high level of performance and expected length of service.
- Directly supervises the District's Manager of Water & Wastewater Operation and Office Administrator, and ensures satisfactory performance of each of their duties.
- Prepares written reports to the District Board of Directors on the status of the District's projects and Board-assigned tasks.
- Presents oral reports to the District Board of Directors.
- Collaborates with and makes recommendations to the Board to develop long-term capital projects requirements and oversees the execution of capital projects.
- Ensures that District staff complies with all Board policies and directives.
- Schedules and assigns the work of District staff.
- Performs all Human Resources functions including employee benefits administration, maintenance of personnel records, employee performance evaluations, job descriptions, and employee hiring, termination, and discipline.
- Available for after-hours emergency responses as necessary.
- Oversees and facilitates the delivery requirements of District's vendors and ensures that vendors are performing in accordance with their contracts.
- Interacts with District customers in a friendly and professional manner.
- Performs other related duties as assigned by the Board of Directors.

### Essential Skills

- Ability to read, write, speak and understand the English language at a level adequate to perform the job.
- Possess excellent communication skills, including the ability to communicate clearly and concisely orally and in writing.
- Possess interpersonal skills necessary to communicate effectively and professionally in person and by phone.
- Knowledge of vehicle and general building maintenance and repairs.
- Demonstrate ability to maintain confidentiality.
- Correctly interpret and apply the District's rules, policies and procedures.
- Establish and maintain positive working relationships with District staff and Board of Directors.
- Ability to multi-task and correctly prioritize multiple projects.
- Work well in a progressive, team-oriented environment.
- Possess a positive attitude and be a self-starter.
- Ability to work well under pressure and stressful conditions.
- Ability to work positively with a variety of professional consultants including the District's General Legal Counsel, Water Counsel, and Engineer.
- Meet all pre-employment District standards.

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### Required Education, Training, Experience and Other Requirements

- Possess a bachelor of arts or science degree in public administration or similar field, or a combination of related education and experience.
- Possess and maintain a valid Colorado driver's license and a satisfactory driving record.
- Extensive training or experience in Colorado Revised Statutes Title 32 District management.
- Significant experience with Metropolitan Districts whose services include water, wastewater, storm water, and parks & recreation.

### Desired Education, Training, Experience and Other Requirements

- Possess a master of arts degree in public administration or similar field.
- Extensive experience or training in project management.
- Significant understanding and interpretation of budgets, financial statements, and audits.

### Working Environment/Physical Requirements

- Physical activity is required; for example, the ability to frequently lift items weighing at least 25 pounds.
- This position requires the ability to walk, stoop, bend, and kneel for moderate periods of time.
- Work will be performed indoors and at a variety of outdoors locations. A significant portion of the work will involve sedentary, administrative work in an office environment.
- Work may be required outside in all weather conditions.
- Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places, and confined spaces.
- Work may result in exposure to environmental agents, including, but not limited to, hazardous materials, gases, chemicals, fumes, odors, mists, and dusts.
- Work may result in exposure to high noise levels requiring hearing protection.
- This position has occasional exposure to periods of high activity, interruptions and high stress under demanding and occasionally adversarial conditions.
- The position requires communication with District Directors, employees and the public.
- Work hours will vary depending upon the needs of the District at any given time, and will involve long or non-traditional hours to fulfill organizational needs, projects or special circumstances.
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.