**NOW HIRING – GENERAL MANAGER**

 ***Aurora-Brule Rural Water System, Inc. (ABRWS)*** in Kimball, SD is accepting applications for the position of General Manager. The General Manager is responsible for the overall affairs of ABRWS, including operations, maintenance, administrative, financial, and construction project functions, and reports directly to the Board of Directors. In addition, the General Manager will act as a spokesperson for ABRWS and represent ABRWS to federal and state agencies, industry and professional associations, and financial lending sources. This self-motivated individual should have familiarity with the standards, rules, regulations and general business practices associated with water utilities or similar industries.

ABRWS offers a competitive benefit package including a 401-K retirement plan, paid vacation and sick leave, paid holidays, health insurance, long-term disability and life insurance. Salary is dependent upon experience.

Interested candidates can request an application and additional information, or apply by submitting a resume to Aurora-Brule Rural Water System, 117 West 2nd Street, Kimball, SD 57355, by mail to PO Box 140, Kimball, SD 57355 or email to abrws@midstatesd.net PH. (605) 778-6110

ABRWS is an equal opportunity employer.

**GENERAL MANAGER – POSITION SUMMARY:**

The General Manager provides oversight and direction to professional and support staff as authorized by the governing board. The General Manager has full responsibility for construction, operations, maintenance, administrative, and financial functions. It is the General Manager’s duty to ensure that work is properly carried out and that the Governing Board is apprised of all significant matters effecting the corporation.

**Essential Functions and Responsibilities:**

1. **Direct and supervise day-to-day operations of Aurora-Brule Rural Water**
2. Ensure the continued uninterrupted supply of water to our members.
3. Communicate and respond appropriately to member concerns.
4. Assure proper and timely response to service calls.
5. Attend meetings as necessary.
6. Approve all operation and capital expenditures within approved budgets.
7. Sign and execute reports, negotiate and execute contracts, applications, and other legal documents on behalf of the system.
8. Determine and implement methods for improving the operating effectiveness and efficiency of water system facilities and equipment.
9. **Communication, coordination and Liaison:**
10. Make presentations to the Board on matters pertaining to the system especially policy matters.
11. Maintain communications with professional consultants providing engineering, legal, accounting and other assistance on projects.
12. Advocate to outside groups on behalf of the system.
13. Write a column and prepare content for a periodic membership newsletter.
14. Public relations, community and social involvement within local communities is encouraged.
15. **Direct, train and supervise organizations personnel:**
16. Oversee and recruit professional a support staff
17. Conduct and/or provide necessary training for employees of the organization.
18. Evaluate and supervise staff performance.
19. Ensure implementation, training, and practice of safety programs.
20. Conduct staff informational meetings and work plans on a regular basis.
21. **Implement Board Policies. Provide complete and timely reports to the Board of Directors regarding the affairs of the organization.**
22. Attend all monthly board meetings.
23. Provide necessary and applicable information in the form of a managers report at the monthly board meeting.
24. Prepare, review and analyze monthly and annual financial reports.
25. Prepare annual budgets and work plans.
26. Prepare reports for and coordinate Annual and Special Membership Meetings.
27. **Qualifications:**

Management or supervisory experience in a service or utility industry and/or a degree in business, economics, engineering, water resource management or related field is desired. Experience with financial management and budgeting is important, as are strong communication skills.