



Job Specifications General Manager

Date:	January 2018
Division/Department:	Management
Reports To:	Board of Directors
Type of Position:	Full-time
Hours:	40+/week
Status:	Exempt

General Statement

Under general direction of the Board of Directors, the General Manager manages and directs the overall activities of Northern Water including the Northern Colorado Water Conservancy District, the Municipal Subdistrict, and their several Water Activity Enterprises.

The General Manager works with the Board to update, refine, or expand Northern Water's mission and/or vision in response to evolving water needs in northern Colorado.

The General Manager implements and oversees policies and guidelines dictated by the Board and provides direct management of the Assistant General Managers and the various departments. The General Manager coordinates activities with and, as directed by the Board to do so, provides direction to legal counsel.

At the designation of the Board of Directors, the General Manager may also act as Secretary or Treasurer of Northern Water.

Duties and Responsibilities

1. Strategic Leadership with a focus on Colorado specific water resources
 - In partnership with the Board and senior staff, develops and implements a long-range Colorado-specific vision and supporting strategic plans for the sustained operations and maintenance of Northern Water.
 - Identifies and implements long-term asset management (human and capital) strategies and measures for monitoring progress.
 - Oversees and participates actively in complex project and policy negotiations that affect the long-term use and allocation of water resources under the jurisdiction of Northern Water.
 - Ensures Northern Water remains a leader in water policy in the State of Colorado, and regionally or nationally as appropriate.
2. Operations Leadership
 - Provides overall direction and supervision of the general day-to-day operations of Northern Water.
 - Ensures the continued effective use of Northern Water's business model, delivering financial transparency, accuracy, and alignment with statutory obligations.



- Oversees the administration of employee activities, including human resources activities, employee benefits programs, and is a trustee for Northern Water's Defined Benefit Retirement Fund.
 - Directs, coaches, and empowers senior staff to provide high quality service and to grow into their capabilities.
 - Coordinates activities, as required, directly with federal agencies, especially the U.S. Bureau of Reclamation and Western Area Power Administration.
 - Takes actions necessary to develop, implement, adopt, and enforce the rules, regulations, policies, and procedures of Northern Water and the Municipal Subdistrict.
 - Develops and cross trains senior staff to provide backup support of district operations.
 - Engages genuinely and comfortably with all levels of personnel at Northern Water.
3. Community & Public Policy Leadership with an emphasis on Colorado state specific issues and include regional or national interests as appropriate
- Represents Northern Water and the Municipal Subdistrict at meetings of state and federal agencies, organizations, water districts, and ditch and reservoir companies bringing knowledge and understanding of water issues in Colorado.
 - Participates in state-wide and national activities addressing the water resources of the State of Colorado.
 - Represents the interests of Northern Water in local, county, and/or state public policy issues or forums as needed including the Colorado state legislature and its committees and the national Colorado Congressional delegation.
 - Serves as a primary spokesperson for Northern Water locally, regionally, and nationally.
4. Project Leadership
- Oversees effective delivery of large scale construction or other projects ensuring effective staffing, scheduling, deliverable management, and partner negotiations.
 - Participates in maintaining effective relationships with project participants, ditch companies, water districts, water user associations and other partnering organizations involved in current or future projects or policies.
5. Board of Directors Support
- Ensures Board involvement in setting long-term strategic direction and overall vision for Northern Water.
 - Provides Board members with complete, accurate, timely information with which to make policy decisions and proactively identifies such policy decisions that the board needs to address.
 - Executes the Board's policies and direction.
 - Maintains effective relationships with Board members and requests assistance from individual Board members when needed.

Performs other duties as necessary and as directed by the Board to protect and promote the interests of Northern Water.



Employment and Education Requirements

Employment History

1. Employment by the State of Colorado at the Cabinet or management level of the Colorado Department of Natural Resources or Colorado Department of Health and Environment; or
2. Employment at the management level of a Colorado municipal water utility, water district, ditch company, or water users' association; or
3. At least 10 years experience as a consulting engineer, attorney, scientist or other technical expert for or with one or more of the Colorado entities identified in Paragraph 1) or 2) above.

Education Required

A Bachelor's degree in engineering or equivalent education or a law degree (Juris Doctorate) or advanced scientific or technical degree is required.

A Master's degree in engineering or business administration, OR equivalent work experience/ education is desirable.

Knowledge, Skills, and Abilities Requirements

- Is committed to public service and has knowledge of leading mission-driven organizations.
- Able to communicate well in both written and oral form with excellent negotiating skills and demonstrated professional demeanor.
- Possesses a thorough knowledge of Colorado and western states' water resource development, water law, and/or civil, water resource or hydraulic engineering.
- A general knowledge of the Colorado-Big Thompson Project and water resource management in Colorado including the Colorado water rights system.
- Has experience in developing, implementing, and monitoring strategic visions and plans.
- Has some experience in managing change and leading growth of organizations in a thoughtful manner for long-term sustainability.
- Is politically knowledgeable with proven ability to work with appointed or elected officials at all levels on a non-partisan or bi-partisan basis.
- Demonstrated ability to build long-term relationships and effective partnerships.
- Proven experience in developing and growing a senior management team to reach its maximum potential.
- Able to handle stressful or difficult situations in an effective manner.

Personal Qualities

- Ensures that all staff members feel well-connected to the mission and achievements of Northern Water.
- High degree of integrity, values transparency at all levels; sets example for all other personnel.
- Outgoing, personable, honest, natural relationship builder and partner, collaborative, comfortable with wide variety of people and backgrounds.
- Action-oriented, strong work ethic, follow through, delivers on commitments routinely.
- Detail-oriented but keeps eye on big picture goals and ensures that staff understand and value Northern Water's long-term objectives.



Physical Requirements

- Must have the ability to access working areas or direct staff to access potentially unstable footing, including dams, spillways, pumps plants, pipeline rights-of-way, canals, and canal structures.
- This position requires prolonged sitting and keyboard use, standing, and walking in the performance of daily activities.
- Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

License, Certificate, or Credential Preferences

Northern Water values staff leaders who demonstrate a continuing commitment to their own professional development. Evidence of such a commitment could include but is not limited to obtaining a professional certification such as passing the bar exam for an attorney or obtaining a Registered Professional Engineer designation. Other such professional certifications or licenses are equally valid.

Northern Water is an equal opportunity employer.