

## **Assistant Manager Primary Responsibilities**

- **Plans, organizes, and directs the activities and operation of the water treatment and transmission systems.**
- **Act as the General Manager in the absence of or on behalf of the General Manager as designated by the General Manager.**
- **Performs supervisory duties over Operations personnel, including but not limited to employee recruitment, selection, training, scheduling, timecard and leave approvals, counseling, evaluating, discipline, and termination as approved by the General Manager.**
- **Develops standards for performance for Operations personnel to improve overall effectiveness and efficiency.**
- **Conducts feasibility studies, prepares special reports and/or cost-benefit studies with a special emphasis toward innovative techniques and methods.**
- **Administers and monitors Operations annual budget for assurance that proper purchasing procedures are followed.**
- **Reviews, analyzes, and evaluates Operations procedures and makes recommendations for improvement and refines or expands operations to meet current and long-range needs.**
- **Demonstrate a professional demeanor and appearance to set an example to our staff**
- **Oversee and ensure compliance to all District guidelines and state regulatory policies/laws**
- **Create reports to analyze and interpret data, including information on expenses, water loss, and revenue**
- **Coach and support new staff members**
- **Interview and hire new staff members**
- **Work with District employees to build stronger training programs and techniques.**

- **Monitor and maintain supply inventory**
- **Maintains regular and punctual on-site attendance.**
- **Research products and analyze purchasing trends**
- **Assist the General Manager in improving the performance of the District**
- **Performs other relevant duties as assigned.**
- **Strong Leadership, organizational and customer service skills**
- **Good math skills, including the ability to create and analyze reports**
- **Proficiency in MS Office products**
- **College degree is a plus**
- **Must be able to obtain a Class 'C' water license in two years**

**Salary range \$50,000.00+ dependent upon qualifications and experience. The District provides an excellent benefits package including paid health insurance, long-term disability, retirement contribution, paid holidays and vacation and more.**

**Application available on the District's web page- [www.walkersud.com](http://www.walkersud.com) or by phone at the District's office in Huntsville, Texas (936)295-4452**