

## Assistant Manager - Administration

Tri-County Water is a rural domestic water distributor in the Uncompahgre Valley in Western Colorado headquartered in Montrose. We are hiring an Assistant Manager who reports directly to the General Manager and is part of a management team responsible for all administrative operations of the District. The successful candidate will be expected to manage and lead a 20 person staff and a 15-member appointed Board of Directors. This position oversees all financial operations and accounting including budget and investments, analyzing, and solving complex administrative, operational, economic, political, and organizational challenges; interpreting and applying laws, regulations, ordinances, and policies; documenting meetings and preparing summaries and minutes, preparing and posting legal documents, providing all duties required for human resources, planning, overseeing, coordinating all other facets of the business, monitoring projects and authoring reports, letters, plans, summaries and other written communication.

### Skills and Qualifications:

Our Assistant Manager for Administration is an executive role, meaning candidates should have extensive skills and qualifications.

### Requisite requirements include:

- 3 years minimum in a supervisory and leadership/management/executive position
- Public utility management experience
- Excellent verbal and written communication skills to create and present reports and documents
- Knowledge of analysis, financial, and governmental accounting software (Caselle preferred)
- Create, monitor, amend and reconcile complex operating budgets
- Develop construction project estimates
- Deal with and resolve employee and customer challenges and conflict
- Resourceful problem solving with ability to develop new and innovative solutions
- Interpret and create land boundary descriptions
- Skill in reading and interpreting plans, specifications, and contract documents
- Advanced math and numerical analysis
- Experience working with municipal, State and Federal governmental agencies
- Accomplished and proficient use of computers and software including Word, Excel, Access, Outlook
- Grant and loan application and management experience
- Self-motivated and directed individual able to manage time well

**Position is open until filled.**

2022 Starting Salary Range: \$90,750 – \$113,438

### Benefits:

- 10% Employer contribution to 457b retirement plan (5% for first year)
- 100% Single/Family Health Insurance Premium
- 50% Dental premium and Optional Vision
- Paid Time Off, 7 Holidays
- Cafeteria Plan

**Return resume and application to Tri-County Water, 647 North 7th Street, Montrose, CO 81401**