

District Manager

Make an impact. The Seeley Lake Sewer District is searching for a general manager. This position is a 1099 Independent Contract Position. The manager will be responsible for the management of the sewer district and staff, as well as any and all projects undertaken by the district. Project management will be an important part of the position.

Business Manager Job Responsibilities:

- Oversees the activities of other workers.
- Hires, trains, and evaluates new employees.
- Ensures that a company or department is on track to meet its financial goals.
- Reports and submits reports to the board of directors.
- Manages board meetings.
- Develops and implements budgets.
- Ensures workers have the resources to complete their work.
- Updates job knowledge by participating in educational opportunities, reading professional publications, and participating in professional organizations.
- Accomplishes organizational goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

Compensation. This position will be a yearly contract with the Seeley Lake Sewer District. Currently, the compensation for this position is 27,000.00 Per year. The Manager will be free to set their hours as required. It's generally understood that this is a part-time position.

Business Management Qualifications/Skills:

- Performance management
- Project management
- Regulatory compliance
- Fostering teamwork
- Supervision of Staff
- Business knowledge
- Technical leadership
- Technology literacy
- Communication skills

Education and Experience Requirements:

- Prior management positions with various types of businesses
- Project management
- Prior management of personnel

Please send a letter of interest and resume to tyler@lakesideexcavation.com to be considered for this position.