

Interim **District Manager**

Overview

The Montana Code Annotated (M.C.A.) requires that each sewer district employ a district manager. For the immediate and foreseeable future, the Seeley Lake Sewer District will accommodate this mandate by hiring a contracted employee with strong skills in the area of information gathering and organization.

The Seeley Lake Sewer Board is in the process of evaluating the current system of waste water treatment (septic tanks) and investigating other available options. This position will entail working on board requested tasks for approximately but not limited to 10 hours a week. The "interim" status may continue for a least one year, possibly longer. Hiring preference will be given to district, community, county residents, in that order, providing a qualified candidate is available.

Reporting System

The Interim District Manager will function under the supervision of the Board of Directors and will communicate with the board president between meetings.

Duties and Responsibilities

1. To pursue board directed activities as assigned. Such as; research, organization of information, public relations, policy development.
2. Develop relationships with governing agencies and funding partners.
3. Oversee and coordinate with other district personnel in accomplishing board assigned activities.
4. Work with and report to the board president in administrative tasks, ie; board meetings, research, etc.
5. Attend board meetings and report on assigned activities.
6. Prepare a written report and invoice to be included in the board packet prior to the meeting, outlining progress on tasks, hours spent, invoice for pay.
7. Support board members in tasks designated by the board at meetings.
8. Be a knowledgeable voice for the Seeley Lake Sewer District and communicate that knowledge to district members, community members, governing agencies, funding partners etc. as needed in all manner of communications.
9. To be knowledgeable of Montana State and Missoula County water and wastewater codes.
10. Meet the M.C.A. code requirements for a district manager.

Qualification and Skills

1. To be a high school graduate with some college and/or experience that supports be a self directed responsible contract worker.

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2. To have knowledge of/experience in goal setting, time management, program and budget development, personnel supervision and report writing.
3. To have strong communication skills of all kinds; oral, written, technological.
4. To be able to establish and maintain a positive and effective working relationship with a wide range of persons and maintain this attitude even during times of conflict.
5. To be able to work with the board in a constructive manner on a variety of levels including but not limited to; board meetings, reports, media communications, grants, licenses, etc.
6. To be flexible in scheduling.
7. To be able to maintain a schedule and budget expenses.
8. To be able to write grants.

Work Environment

As a contracted employee, candidates will be expected to work from their personal space utilizing their own equipment, transportation, internet etc. When in person board meetings resume, the interim District Manager (iDM) will be expected to attend. There may be occasions where the iDM will schedule or have to attend additional meetings as time goes on. The iDM will communicate through the president with the board of directors and the board of directors through the president to the iDM unless there are other arrangements in place.

Evaluation

An initial, formal evaluation will be provided by the president with cooperation from the Board of Directors after 3 months of service. Thereafter, an annual evaluation will be conducted, unless circumstances mandate other wise. The iDM serves at the discretion of the Board of Directors.

Interim District Manager

Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT

CHAPTER 13. UTILITY SERVICES

Part 22. County Water and/or Sewer Districts

Appointment Of Administrative Personnel

7-13-2277. Appointment of administrative personnel. (1) The board of directors shall, at its first meeting or as soon thereafter as practicable, appoint by a majority vote **a general manager and a secretary**. A director may not be the general manager or the secretary. The board of directors may assign the district's operator, as defined in **37-42-102**, the additional duties of a general manager.

(2) The **general manager and secretary** must receive the compensation that the board determines, and each shall serve at the pleasure of the board.

History: En. Sec. 12, Ch. 242, L. 1957; R.C.M. 1947, 16-4512; amd. Sec. 2, Ch. 13, L. 2011.

Duties Of Administrative Personnel

7-13-2278. Duties of administrative personnel. (1) The general manager has full charge and control of the maintenance, operation, and construction of all works and systems of the district, with full power and authority to employ and discharge all employees and assistants at pleasure and prescribe their duties, and shall, subject to the approval of the board of directors, fix their compensation. **The general manager shall ensure that the district establishes and maintains a system of auditing and accounting that shows the financial condition of the district, draw or cause the secretary to draw warrants to pay demands made against the district that have been first approved by at least three members of the board and the general manager**, and perform other duties that may be imposed by the board. The general manager shall report to the board in accordance with rules that it may adopt.

(2) The secretary shall countersign all contracts on behalf of the district and perform other duties that may be imposed by the board.

History: En. Sec. 16, Ch. 242, L. 1957; amd. Sec. 1, Ch. 263, L. 1967; R.C.M. 1947, 16-4516(part); amd. Sec. 567, Ch. 61, L. 2007; amd. Sec. 3, Ch. 13, L. 2011.