

# Upper Yampa Water Conservancy District

**POSITION TITLE:** Business Manager

**FLSA STATUS:** Exempt

**DATE:** October 2022

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## **SUMMARY OF POSITION:**

Serves as the manager of the administrative department and liaison to the UYWCD staff for administrative and personnel matters. Responsible for records administration, business support, administrative assistance which may include staffing recommendations. Responsible for all human resources functions. Manages all information technology resources and works with consultants to ensure all organizational IT needs are met. Develops, maintains, and administers personnel management programs encompassing all functional areas of personnel including employment, salary administration, benefits, training, EEO, retirement, paid time off, and planning of staffing requirements. Interprets, evaluates, modifies and updates existing office policies/programs; makes recommendation to management for implementing changes. Ensures compliance with government wage and benefits regulations. Ensures that all employees have the certifications and equipment necessary to perform their positions. This position will be working in a small office environment and will be required to fill a variety of administrative roles as needed.

## **ESSENTIAL FUNCTIONS:**

- Assists in the development of District's business plan.
- Participates in and supervise office administrative support.
- Organizes and attends Board meetings, committee meetings and prepares minutes/reports.
- Ensure that Board meeting minutes are properly recorded and corrected, finalized, and approved in a timely manner.
- In coordination with Public Information and External Affairs Manager responds to public inquiries, resolves issues and ensures the organization's customer service standards are met.
- Manages and supports general operations of the UYWCD that are non-facility related.
- Direct the management of insurance, defined benefit, and defined contribution plans such as pension, cafeteria and 457 plans.
- Represent District for employee healthcare plan.
- Review and update company compensation policies.
- Analyze District plans and policies to ensure legal compliance, competitive positioning, and best utilization of benefit budgets.
- Oversee the completion of the five-year salary survey, document job descriptions and assist in the development of position range information.
- Direct the management and control of property and equipment management, including fleet management and administration, computers, and network infrastructure. Analyze property and liability insurance requirements on an annual basis.
- Coordinates all property management issues.
- Oversees records management components.
- Works with the District Engineer in the administration of water augmentation and water storage contracts.
- Provide duplicative functions of the Finance Manager as needed.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE LEVEL REQUIRED:**

- Bachelors’ degree or M.S. preferred in business administration, finance and/or public administration.
- Five plus years management or supervisory experience in functional areas.
- Working knowledge of public sector administration and finance preferred.

**LICENSES AND CERTIFICATIONS:**

- Must have, or obtain, Notary Public after hire.
- Valid Colorado Driver’s License.

**TECHNICAL SKILLS:**

- Skills required include strong working knowledge of public administration, office management, exceptional interpersonal skills, effective organizational skills and strong information management and computer efficiency skills.
- Must be proficient in current Windows operating system, Microsoft Office including Word and Excel, and with QuickBooks accounting software.
- Must be able to manage a variety of tasks/projects simultaneously.
- Must have strong organizational skills, is knowledgeable of filing and electronic filing systems.
- Able to communicate effectively with other staff and the public.

**WORKING ENVIRONMENT:**

- Interest in water resources management.
- Works cooperatively with staff and enjoys a small office environment.

**ORGANIZATIONAL RELATIONSHIPS:**

This position reports to the General Manager and works cooperatively with other staff and will work with other agencies, Board members’ schedules and consultants on a regular basis. The work will be highly diverse within the field of public administration and an enthusiasm for diverse assignments must be appreciated. All employees of the UYWCD are “at will” employees.

As an employee of the UYWCD, I certify that I have read and understand the importance of my job description. I acknowledge that I will be held accountable to follow these standards.

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Employee Name

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Employee Signature

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Date