

UPPER YAMPA WATER CONSERVANCY DISTRICT

Business Manager:

The Upper Yampa Water Conservancy District (District) is seeking a full time Business Manager. This position reports to the General Manager and serves as the manager of the administrative department and liaison to District staff for administrative and personnel matters. The Business Manager is responsible for records administration, business support, human resources functions, ensuring all organizational IT needs are met and organizes all District board and committee meetings.

The pay range is \$7,333 - \$11,000 per month depending on qualifications and experience. The District provides health, disability & life insurance, paid family & medical leave, vacation, sick & personal time and a retirement plan.

The preferred start date for this position is July 22, 2024. A complete job description can be found at: <https://upperyampawater.com/employment/> and information on the District can be found at: <https://upperyampawater.com>.

Questions regarding the position may be directed to Andy Rossi, General Manager at: arossi@upperyampawater.com. To apply, please send cover letter and resume in PDF format to employment@upperyampawater.com by end of day June 24, 2024.

The Upper Yampa Water Conservancy District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.