

Job Description

Position Title: Operations Manager

Accountable To: District Administrator

FLSA Status: Exempt

Primary Objective of the Position:

Professionally manage complex work environment and maintain all business operations related to Minnehaha Creek Watershed District (MCWD) budget, finances, human resources, information technology, facilities, and related work as required or assigned. Work involves implementing policies and goals under the direction of the District Administrator.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform essential job functions and other duties as assigned satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Financial

- Oversee and review the preparation of payroll, accounts payable/accounts receivable, and monthly financial statements.
- Develop, review and maintain appropriate internal controls, financial policies, and procedures to safeguard MCWD assets
- Provide direction and oversight for financial, budgetary and accounting issues and assure that the District Administrator is kept informed on the financial condition of the District.
- Develop, review and implement work plans and budgets for Government Relations, IT and the General Fund account and provide input accordingly to the District Administrator
- Assure that all contracts are processed and filed appropriately, maintain a list of all active contracts, and assure that assigned staff are managing contracts in accordance with their terms.
- Assist in the preparation of quarterly financial updates and reports and in the development of organizational annual budgets and cash flow forecasting
- Manage insurance offerings, including property, casualty, workers compensation and liability to ensure coverage is comprehensive and maintained; coordinate updates, annual renewals and reporting.
- Manage MCWD financial vendor relationships for accounting and banking services
- Oversee the tracking of debt repayment schedules and transactions
- Coordinate the preparation of various reports to appropriate State and Federal agencies and to Hennepin and Carver Counties
- Coordinate the annual financial audit process

Human Resources

- Administer the employee benefit offerings of MCWD, including annual renewals, implementation, changes and additions, trainings and vendor selection
- Coordinate employee recruitment, hiring, on-boarding/off-boarding and performance review process

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- Administer compliance with State and Federal Regulations including the ADA, FMLA, OSHA, Workers Compensation and COBRA
- Administer MCWD Insurance Policies, including property, casualty and theft
- Maintain MCWD Safety program, including safety manual, training schedule and injury tracking
- Maintain MCWD Human Resources policies and handbook, recommending revisions and updates to the Administrator to keep the policies current

Information Technology

- Oversee Information Technology hardware and software systems to ensure that they are operational and maintained
- Serve as primary regulator of administrative and access rights for all software and hardware technology, including laserfiche, alarm systems, network server, personal computers, telephones, copier, printers, web, and credit card processing, authorizing and assigning permission levels
- Coordinate installations and contacts with consultants when system problems occur
- Manage the Information Technology annual work plan and budget
- Oversee efforts to develop, maintain and utilize technologies to help the organization run more efficiently and effectively
- Oversee data management, electronic document and record retention processes; manage the electronic document management system, assigning licenses, permission rights, managing filing systems, delineating timelines and monitoring progress. Assure compliance with records retention practices.
- Assist with updating and maintaining MCWD data environment, including archives and backup
- Ensure effective data management strategies to include maintenance and security of records and compliance with statutory reporting, record retention and mandates

Building Management

- Manage consultants to ensure service levels are per contract specifications
- Manage general office building and property
- Recommend maintenance, replacement and property management options to the District Administrator
- Coordinate vendors to perform necessary preventative and responsive maintenance and duties

Administrative Staff Coordination

- Provide coordination and direction for the administrative staff in support of all general administrative, managerial and office activities
- Ensure timely, accurate and complete preparation of materials for meetings of the Board of Managers and its committees
- Attend meetings of the Board of Managers and its committees as needed

Education and Experience Requirements:

Bachelor's degree and minimum of five (5) years of experience in business operations management, local government administration and/or operating and support services leadership, human resources administration, information technology management, or equivalent combination of education and professional experience.

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Knowledge, Skills and Abilities:

- Thorough extensive knowledge of the principals and best management practices for finance and accounting, human resources, property and facilities management, information technology, field operations and maintenance, and support services
- Comprehensive knowledge of general laws, statutes and regulations that guide local government rules, policies and procedures
- Communicate complex ideas effectively, both orally and in writing
- Plan, coordinate and manage the work of operations and support services staff
- Maintain a flexible attitude toward job responsibilities, timelines, and procedural changes
- Organize and prioritize workload while managing complex and multiple projects simultaneously
- Participate in education and training opportunities to stay current with changing laws and technology related to the program area
- Establish and maintain effective working relationships with local and agency officials, associates and the general public

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking, reaching with hands and arms and repetitive motions and occasionally requires standing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.