



POSITION DESCRIPTION

CLASS TITLE: DISTRICT MANAGER	CLASS CODE: DM01
DEPARTMENT: Administration - Executive	PAY GRADE: N/A-Contract
REPORTS TO: Commission through Commission Chair	FLSA: Exempt
SUPERVISES: Assistant District Manager, All Department Heads, Deputy Fire Chief for Administration and JIPSD Safety	REVISED: 03/07/2024

PURPOSE AND SCOPE:

The District Manager serves as Chief Executive Officer to plan, direct, and organize the administrative and operational activities of the James Island Public Service District in accordance with the policies of the James Island Public Service District Commission and under applicable State and Federal laws, rules and regulations. Receives the Commission’s guidance through the Commission Chair. This position is designated as Essential in the event the District’s Emergency Operation Plan is activated.

ESSENTIAL DUTIES

Operations

1. Provides the Commission guidance and recommendations on the execution of its powers and duties. Develops and recommends to the Commission public policy issues for consideration; implements approved public policy initiatives at the direction of and on behalf of the Commission.
2. Reports via the JIPSD Management Report on JIPSD’s operational and financial activities during 4th Monday regular Commission meetings. Directs preparation of Commission meetings.
3. Serves as liaison between all JIPSD associates and the Commission. Guides the JIPSD organization in accordance with generally accepted public administration theory and practice, promoting JIPSD’s goals and objectives.
4. Plans, directs and oversees all major JIPSD services, programs and initiatives. Performs public information activities as needed.
5. Reviews complaints and compliments from the public; handles citizen and customer relations, as needed. Signs official correspondence, reports, contracts and other documents, on behalf of JIPSD or its Commission, which are not required to be validated by one or more members of the Commission.

Personnel

1. Directs, supervises, evaluates and maintains operational control over the Assistant District Manager, Director of Finance, Department Heads, Human Resource, Deputy Fire Chief for Administration & JIPSD Safety, and the operations and activities of the JIPSD organization as a whole.
2. Reviews and approves the hiring, promotion, and termination of all JIPSD associates in accordance with JIPSD policies and procedures, with input from Human Resources.
3. Performs annual performance evaluations for all direct reports.
4. Engages and oversees various consulting agencies, as needed.

Budget

1. Reviews, approves and submits to the Commission for its approval, the annual Debt Service Fund, Proprietary and General Funds, operational and capital budgets, which have been prepared, with Leadership Team input, by the Director of Finance.
2. Monitors all major capital projects in accordance with JIPSD Fiscal Policies and Finance Director’s reports.
3. Approves expenditure of budgeted funds in accordance with fiscal policy.

Safety & Compliance

1. Works with Department heads and staff to ensure the safety of associates, customers, and the public.
2. Serves as JIPSD liaison and coordinator with the appropriate attorney(s) for matters pertaining to litigation, employment issues, collections, real estate transactions, etc.
3. Represents JIPSD, and participates with appropriate attorney(s), in contract negotiations.

Strategic Planning

1. Develops and implements with the Leadership Team JIPSD's Strategic Plans.
2. Approves with the Leadership Team JIPSD standard operating guidelines.

Performs other duties, as required or assigned.

The above listing of the essential duties of this position is representative but not exhaustive. The job performance must conform to all JIPSD policies/procedures and applicable SOGs.

EQUIPMENT:

Machinery/equipment used to perform duties: motor vehicle, radio communications, personal computer, calculator, typewriter, copy machine, telephone system, blueprints, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, rulers, pens and pencils.

WORKING CONDITIONS:

- Working inside (normal office environment, protected from weather) and outside as required. Subject to outside environmental conditions and on occasion, inside repair and maintenance facilities, storage facilities and outside, as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of public administration with an emphasis on local government administration.
- Knowledge of principles and practices of local government finance administration with an emphasis on budgeting.
- Knowledge of organizational behavior, development and implementation of public policy, and management planning.
- Knowledge of information technology in government.
- Ability to plan, organize, supervise and coordinate, at a high managerial level, the daily operations of a local government organization providing multiple services to multiple constituencies.
- Ability to establish and maintain effective working relationships with elected and appointed officials, associates and the public.
- Ability to express ideas clearly and concisely, both orally and in writing, to a high level of competence.
- Ability to lead and motivate associates in an effective manner.
- Ability to present technical information clearly and in an interesting manner to lay persons.
- Ability to effect sound management policies in the administration of JIPSD's operations.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Master's Degree in Public Administration or other closely related field plus five (5) years of high level management, administrative and financial experience, preferably in local government, or in a business enterprise, federal, military or state agency; OR Bachelor's Degree in Public Administration or other closely related field plus eight (8) years of high level management, administrative and financial experience, preferably in local government, or in a business enterprise, federal, military or state agency.
- Possession of a valid South Carolina Driver's License within 30 days of employment.

Position incumbents must have successfully completed and possess all the following specific FEMA Independent Study Program certifications within eighteen (18) months of appointment to this position. Failure to do so may result in termination of employment.

IS-100.c	IS-200.c	IS-201		
IS-552	IS-554	IS-558	IS-559	IS-700
IS-908	IS-1000			

REVIEWED, SIGNED AND DATED

I have received and read a copy of the above position description and agree that I am able to perform the essential functions of the job with/ without reasonable accommodations.

Employee Signature: _____ Dated: _____

Print Employee Name: _____

Commission Chair Signature: _____ Dated: _____

This company is an Equal Opportunity Employer, drug free workplace, and complies with ADAAA regulations as applicable.

APPROVAL SIGNATURES:

_____	_____
Human Resources Review	Date
_____	_____
COMMISSION CHAIR'S APPROVAL	DATE

James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.