



Administrator
Department: Office
Reports to: Board of Trustees

Principle Description:

This position is responsible for the overall daily operation of Black Mountain Irrigation District. The Administrator is responsible for the planning and administration of the bylaws, policies and procedures of the District, including implementing the decisions made by the Board of Trustees. Strong analytical skills are required as well as the ability to make sound decisions. The impact of error is high as inaccurate advice or incorrect information may have serious consequences to the District. The position requires highly developed problem-solving skills, excellent administrative skills, discretion, judgment and confidentiality. The ability to communicate clearly, both orally and in writing is critical to the success of this position.

Qualifications:

- Management experience.
- Personnel management experience of management and union staff.
- Significant budget preparation expertise.
- Provincial/Municipal Government experience.
- Ability to review and implement bylaws, policies and procedures.
- Strategic planning skills.
- Extraordinary interpersonal skills.
- Negotiation and mediation skills.
- Ability to communicate (oral/written).
- Irrigation or water related technical background.

Decision Making

Decisions generally center on the day-to-day operations of the District. Must be able to provide relevant information to Board to Trustees, guidance to Management staff and make decisions based on determination of consequence.

Problem Solving

Respond to operational and administrative staff and landowner inquires/complaints. Deferring technical problems to appropriate resource.

Interpersonal Skills

Ability to communicate effectively, both orally and in writing with Trustees, staff, landowners, and all levels of government authorities.

Supervision

Ability to provision supervision, guidance and leadership to management, administrative and operations staff.

Unusual Working Conditions – 24/7

After hours and extraordinary meetings
Respond to emergencies

Regular Duties:

1. General

- Short and long term strategic planning.
- Overall operation of the District.
- Hiring and supervision of staff (management team and CUPE staff).
- General administration of the District including planning and control through formulation and maintenance of systems, procedures, policies and practices.
- Timely reporting to Trustees on District matters.
- Under the limited supervision of the Trustees, formulate a course of action and ensure that management policies and instructions reach all those concerned.
- Ensure ongoing communication with municipal, regional, provincial, federal levels of government, agencies, taxpayers and general public.
- Preparation of reports including annual reports and documents for other government bodies i.e. Interior Health, Provincial Government.
- Represent the interests of the District in matter relating to local and provincial policy and regulations.
- Public Relations.

2. Administration

- Oversee the corporate administration as defined in Section 738.2 of the *Local Government Act*.
- Provide input and guidance in preparation of District Bylaws.
- Act as Deputy Returning Officer and oversee election procedures.
- Personnel administrative functions – staff performance appraisals, wage negotiations and conditions of service for management and union groups, review of annual benefit package.
- Approval and review of accounting procedures in accordance with direction from District Auditor.
- Oversee annual budget preparation.
- Provide direction to Trustees on financial matters in conjunction with administrative Treasurer.
- Signing authority for all accounts payable in conjunction with Chairman of the Board of Trustees.
- Review of bi-weekly payroll.
- Research and preparation of grant applications.
- Represent District in legal matters.
- Represent the District on various committees and organizations i.e. Kelowna Joint Water Committee, Water Supply Association of BC, BC Groundwater.

3. Operations

- Provide guidance to Operations Manager and review response letter to City, Regional District, Interior Health and Developers in regard to land development.
- Provide guidance to Project Co-Coordinator and review project planning and budgets. Maintain a working knowledge of District projects and status updates.
- Liaise with consultants and contractors in regard to specific projects.
- Review requests for Right-of-way, Boundary Amendments and Agreements.
- Have a working knowledge of the District works and equipment.
- Interact with operations crew to maintain current knowledge of issues.
- Respond to customer issues and complaints