

Job Description

Position Title: Operations Manager
Accountable To: District Administrator
FLSA Status: Exempt

Primary Objective of the Position:

Perform complex professional work managing Minnehaha Creek Watershed District's business operations across areas of human resources, budget and finance, facilities and fleet management, and IT. Supervise and manage a small team of Operations personnel.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of 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:

Strategic Planning, Leadership, and Operations Management

Develop, execute, evaluate, and continuously improve strategies for the Operations Program. Provide an annual workplan of clear operational strategies that directly support mission-driven programming.

Direct and oversee all management activities necessary to achieve strategic objectives, including the development of systems, plans, policies, procedures, budgets, and progress reports.

Effectively build, motivate, inspire, and coach a high-performance team to consistently achieve strategic objectives and day-to-day excellence.

Lead the development, implementation, and management, as well as provide the necessary resources for improved enterprise resource planning systems that support the efficient coordination, accountability, and reporting of mission driven projects.

Oversee and continuously improve all routine operational processes, spanning administration, human resources, budget and finance, facilities management, and information technology.

Human Resources

Continuously improve MCWD's people first approach, developing and implementing systems that support recruitment, hiring, retention, development, and day-to-day work of all MCWD personnel.

Maintain, implement, and improve MCWD's position classification and market-based employee compensation and benefit systems.

Develop, improve, and implement MCWD's professional development, performance management, cultural stewardship, and employee engagement systems. Assist the Program Managers and Administrator in areas of personnel management.

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Budget and Finance:

Design, implement, and improve the annual and multi-year budget development process, integrating the capital improvement program, debt service, personnel, and programmatic needs.

Oversee and improve routine financial processes, including the annual audit, monthly financial reporting, accounts payable/receivable, and payroll. Ensure compliance of established internal controls with accounting vendor and within general accounting standards and practices.

Facility and Fleet Management:

Develop and implement a capital improvement plan that systematically predicts life cycle and replacement costs of MCWD's key office facility and fleet assets. Ensure proactive budgeting and replacement to minimize disruption of routine business operations. Oversee the coordination of building space allocation and layout, communication services and facility expansion.

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, or equivalent combination of education and professional experience.

Knowledge, Skills and Abilities:

- Flexible, adaptable, critical systems thinker and creative problem solver.
- Skilled at planning and organizing, managing projects, and optimizing workflow processes.
- Dependable, detail and deadline oriented.
- Proficient in areas of people management, leadership, professional development, and human resources.
- Knowledge of budget and finance.

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

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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.