



Now Hiring A General Manager

Hourly Salary: \$41.61 to \$48.24 Per Hour (Depending on Qualifications)

Part-time: 10 hours per week – Mondays & Thursdays

Position Summary	Position Requirements
Serves as District Administrator and Office Manager, as well as Secretary to the Board of Directors. Oversees the administrative, planning, and financial activities of the District. Provides leadership and direct management of overall District functions; supervises administrative staff.	Any combination of education and experience that provides the required knowledge and abilities, such as: • Bachelor's degree from an accredited university or college with major course work in water resources, project management, engineering, construction management, business or public administration, or a related field. • Three to Five years of increasingly responsible professional-level experience including two years in the administration of a public or private service-oriented enterprise. Responsibility for day-to-day operations, planning, budget, and fiscal oversight. Must have included some supervisory responsibilities.
Develops funding mechanisms to ensure the District's water system continues to reliably serve the community's needs. Prepares prudent, long-term capital improvement and financing plans. Researches, applies for, and manages grants. Provides oversight for District accounting and finances.	Possession of an appropriate, valid driver's license.
Develops administrative practices and procedures and recommends changes which increase the efficiency and economy of District operations. Assesses workloads and technology to identify opportunities for improvement.	

Filing Deadline: November 7, 2025

To Apply: Review the job description here: [General Manager – November 2025](#)

Submit a resume setting forth qualifications for employment including education, experience, and other pertinent information to Secretary@IBWD.org