

South Ellis County Water Supply Corporation

General Manager

South Ellis County WSC is seeking a qualified individual to fill the position of General Manager. This position reports directly to the Board of Directors. South Ellis Water Supply has approximately 500 water meters. Our service area is located in South Ellis, East Central Hill and Northwest Navarro Counties. Customer base consists of permanent residents, weekender homes, and retail businesses.

Salary commensurate with experience.

Required

- Hold and maintain current "C" Ground Water and Distribution License or able to obtain License within 1 year.
- Responsible for all supervisory, management and administrative functions required to operate SECWSC in accordance with procedures outlined in the current Tariff and Bylaws.
- 5 years of job related experience.
- Experience and proficiency in Microsoft Office software and Quick Books.
- Ability to pass pre-employment drug test and submit to random drug test.
- No prior convictions of any federal offenses.
- Previous experience working with general counsel.
- Strong analytical/critical thinking skills, i.e. business acumen.
- Excellent interpersonal skills, both oral and written.
- Highly motivated individual must be able to handle multiple projects and obtain results in a performance driven, team oriented environment.

Preferred

- Bachelor's degree in business or a related field or 10 years equivalent experience.
- Experience with USDA loan procedures and Grant funding a plus.
- Knowledge of State and Federal rules and regulations that affect the Corporation.

Please submit resume by December 15, 2017, to mriddle@secwater.com or mail to: South Ellis County Water, Attn: Michele Riddle, P. O. Box 348, Italy, TX 76651-0348.

South Ellis County Water Supply Corporation is an equal opportunity employer.