

Sanitary District Administrator

Job Description

Attendance requirements:

- Employee hours to be kept manually on Town of Troy Time Report Sheets and submitted to Commission for approval (part-time position with variable hours, generally ranging from 10-15 hours per month)
- Troy Center Sanitary District #1 Monthly Meetings / Special Meetings
- Troy Center Sanitary District #1 Training as required

Training requirements:

- Become knowledgeable of with Wisconsin Public Service Commission (PSC) and Department of Natural Resources (DNR) requirements
- Become familiar with Troy Center Sanitary District #1 By-laws
- General knowledge of the Troy Center Sanitary District #1 operations
- Develop expertise with accounting, prepare annual reports to government agencies
- General computer, software and/or office equipment operation
- Develop working knowledge of the sanitary district distribution system

General Public Duties:

- Receive/respond to all communications (including phone calls) regarding Troy Center Sanitary District #1
- Communicate effectively with customers, employees, and other parties to answer questions, disseminate or explain information, take orders, and address complaints and requests
- Creation and Dispersal of Troy Center Sanitary District #1 documentation / notices

Administrator Duties & Responsibilities:

- Ability to analyze and understand financial information and reports
- Ability to research projects, make recommendations and write reports
- Responsible for the proper posting and public notifications
- Improve the overall management, efficiency, effectiveness and value of the Town Sanitary District
- Work closely with Sanitary District business partners, including local government officials, engineering consultants, accounting firms and contractors
- Work closely with Sanitary District technical field staff to coordinate regular maintenance, operation, repair and, reporting of Sanitary District distribution system, including emergency repairs and daily water usage totals.
- Maintain Troy Sanitary District #1 Files/records and computer files/records
- Perform bookkeeping duties, including invoicing, collections and accounts payable
- Establish and update policies, procedures and other records
- Prepare meeting agendas and packets; attend meetings and confirm proper recording of minutes.
- Assist with Sanitary District planning, budgeting, emergency response plan, annual audit, projects, reporting and rate setting
- Complete and submit Sanitary District CMAR and CMOM reports to the DNR •
- Performs other related work as assigned by the Town Sanitary Commissioners

Year-end Duties:

- Close current year's Records Book
 - Open new year's Records Book
- File housekeeping – check pending status on current files

- Contact all continuing sources for missing agendas, decisions and dates

Time Table Regular Monthly Sanitary District #1:

*denotes DUE date/time, can normally be submitted and/or completed earlier

Monthly:

- Regular Monthly Meeting
 - 2nd Wednesday of the month
- Submittal of Troy Sanitary District #1 Administrator hours for previous month
 - *Noon, Monday before Troy Sanitary District #1 Monthly Meetings
- Generate Affidavit for Public Hearings
 - *Noon Monday prior to 1st Friday edition it needs to appear in
- Agenda for next scheduled Monthly Troy Sanitary District #1 Meeting
 - * 2 weeks prior to meeting date
- Final Agenda Postings
 - *24 hours prior to Monthly and or Special Troy Sanitary District #1 Meetings

Quarterly:

- Read District Members Water Meters
- Quarterly Commission Members Attendance sheet
 - *Noon, Monday before Troy Sanitary District #1 Monthly Meetings Meeting
March, June, September and December
- File housekeeping – check pending status on current files
 - Contact all continuing sources for missing agendas, resolutions, and minutes

Yearly:

- January of each year, for Appointments ending in April
 - Add Commission Members Appointment ending discussion to Agenda
- May, every 2 years – with appointment of new Sanitary District #1 Chair
 - Review of Sanitary District #1 By-laws and Procedures