

## TRIVIEW METROPOLITAN DISTRICT DISTRICT MANAGER

### **Position Summary**

This position will report to and take direction from the Triview Metropolitan District Board of Directors and is responsible for creating and managing an effective infrastructure to support the day-to-day business of Triview. The District Manager will assume a leadership role in developing and refining an innovative model for reporting and tracking District operations/issues, project status, and Public concerns/issues. The position supervises the work and responsibilities of Accounting and Bookkeeping, Street and Parks Services, and Water Operations. Manage projects in all divisions of the District.

### **Essential Functions**

Responsibilities include but are not limited to the following:

1. Responsible for attending Town of Monument staff meeting and coordinating efforts between the District and the Town
2. Overseeing District Projects. This includes, but not limited to: Working with and coordinating efforts between Specialists supporting the Project. Verifying all inspections have been completed on time. All As-Built have been updated properly. All Water Models have been update properly. All work has been completed to the highest quality standards possible and it meets the intent of the project.
3. Oversee and direct the personnel responsible for the day-to-day Operations and Business of the District.
4. Physically walk District Open Space Paths and drive District roads noting issues that need to be addressed within the District.
5. Responsible for creating and implementing a process for gathering and addressing Public Concerns and Operation issues.
6. Represent the District at associated Boards and Associations per the capacity directed by the Board of Directors
7. Manage District reporting requirements at State and Local levels.
8. Manage the District to budget
9. Prepare and distribute information packets to the Board members on topics/issues to be discussed at the next Board Meeting.
10. Other Projects as directed by the Board

### **Minimum Qualifications**

The successful candidate will have a bachelor's degree with minimum of three years of proven achievements in personnel and project management. The candidate will need to command excellent project management and organizational skills. The candidate will need to successfully work with diverse personalities. The candidates will posses an understanding of Governmental Accounting practices and procedures. The candidate being a resident of the Triview Area is highly desirable.

### **Working Conditions**

The success applicant will need to be proficient with the use of a computer. Physical mobility and stamina is required. Some weekend, evening, and off-site work will be required.

### **Send Letter of Interest and Resume**

Triview Metropolitan District      OR      Email: [resumes@townofmonument.net](mailto:resumes@townofmonument.net)  
District Manager Rec.  
645 Beacon Lite Road  
Monument, CO 80132