

GRANBY SANITATION DISTRICT

Position Opening: District Administrator

Granby Sanitation District, a wastewater treatment provider for the Granby area is seeking to hire a District Administrator. This is a full-time, permanent position offering an excellent benefit package (health, dental and life insurance; 401(a); vacation, sick and holiday leave), annual wage range \$70,000-\$90,000, depending upon experience. Applicant must have strong accounting skills. Working knowledge of local government processes desired. Must have the ability to read, analyze and interpret various documents, contracts and various agreements in English. Must possess excellent computer skills and experience with Word, Outlook, Excel and general ledger/payroll and utility billing software. For full job duties, please visit granbysd.colorado.gov. Submit application and resume to tammy@granbysanitation.com or PO Box 560, Granby, CO 80446 by April 1, 2024.

This position is responsible for the efficient operation of the District and performs a variety of routine and complex clerical, accounting, finance and administrative duties related to planning, organizing, directing and control of the District's business and operation. Essential duties and responsibilities include: provide excellent customer service; prepare minutes and other required reports, and follow-up from monthly board meetings; implement and enforce policies set by the Board; prepare quarterly utility billing and all related accounts receivable and collection processes; prepare payroll and all related tax documents and filings; conduct all general ledger activities and reconciliations with integrity and according to GAAP and GASB; review building permits, assess and collect fees; review development plans and submit comment as necessary for compliance with the District Rules and Regulations and agreements; maintain personnel records; perform human resource duties; manage fringe benefits; administer liability, property and worker's compensation insurance policies; conduct bi-annual special district elections; prepare and administer annual budgets; work with auditor in preparing an annual audit; effectively collaborate with attorneys, engineers, contractors and multiple local/state government officials, maintain the District's website; management of public notices; monitor legislation to ensure compliance and comply with all statutory requirements and filings.