CEDAR KEY WATER AND SEWER DISTRICT
NOTICE OF JOB OPENING

GENERAL MANAGER

The Cedar Key Water and Sewer District is accepting applications for the position of General Manager. A letter of interest and resume may be hand delivered to the District Offices at 510 3rd Street, Cedar Key, mailed to P.O. Box 309, Cedar Key, FL, 32625, or emailed to alicia@ckwater.org. The application period will remain open until position is filled.

The General Manager is in charge of, and responsible for, overseeing all day-to-day operations and affairs of the District's combined water and wastewater utilities and implementing the direction and policies established by the District Board of Commissioners. Principal responsibilities include management of all planning, budgeting, administration, customer service, engineering, construction, permitting, and operations for all utility responsibility areas in accordance with District policies and applicable laws and regulations.

The General Manager reports directly to the five-member governing Board for the District. The applicant may propose to work on less than a full-time basis. Employee benefits include paid vacation, sick leave, and holidays; and paid medical, dental, life insurance, and retirement plan. Compensation shall be negotiable. Additionally, the District will accept applications from qualified firms that propose to perform the duties and responsibilities of the General Manager on a contractual basis.

Experience managing a water/wastewater utility or Florida local government entity is strongly preferred, though the Board may find that alternative experience, education and/or training in other fields qualify a person to be General Manager.

The Cedar Key Water and Sewer District is a drug-free workplace. Applicant must be legally able to accept work in the United States. Requests for reasonable accommodation of a disability during the application and/or interview process should be made to the District Office. The District is an equal opportunity employer.