

**CEDAR KEY WATER AND SEWER DISTRICT  
NOTICE OF JOB OPENING**

**GENERAL MANAGER**

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

The General Manager is in charge of, and responsible for, overseeing all operations of the combined water and wastewater utilities. 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.

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, and may propose to be an employee or independent contractor. Employee benefits include paid vacation, sick leave, and holidays; and paid medical, dental, life insurance, and retirement plan. Compensation shall be negotiable.

The following are preferred, but the Board of Commissioners may find that alternative experience, education and/or training in other fields qualify a person to be General Manager:

- Be a professional engineer with water and/or wastewater experience; and/or
- Have a Class C Wastewater Operator license or higher, and/or Class C Water Operator license or higher.

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.