

Director Administrative Services

Do you aspire to make a real difference in the daily lives of your community? Are you seeking to have a stable and rewarding career? The Kearns Improvement District (KID) is seeking YOU, a qualified and dynamic professional, to join us as the Director of Administrative Services. KID is one of the preeminent water and sewer providers in the State of Utah serving the municipalities of the Kearns Metro Township, and portions of West Valley City, West Jordan City, Taylorsville City, and unincorporated Salt Lake County. If you are that person, please visit our website at www.KIDwater4UT.gov and click on the “Job Opportunities” tab for more details and how to apply. It is our PROMISE that our Customers, our Employees, and our Community will know that WE CARE!

“Careers” tab

KEARNS IMPROVEMENT DISTRICT Job Description

Job Title:	Director Administrative Services
Division:	Administrative Services
Reports to:	General Manager
Pay Range:	\$92,000-120,000 <i>(Based on Experience)</i>
FLSA Status:	Exempt

Qualifications:

- Bachelor’s degree in business or other related field from an accredited university.
- Administrative/Customer/ or Financial services accreditation with 7 to 10 years of work experience in supervisory and leadership management capacity or equivalent.
- Strong customer service background.
- Strong project management skills and excellent communication and interpersonal skills.

Position Overview:

The position plays a key role in directing the administrative responsibilities that interact directly with the District’s customers. The position is responsible for directing the District Treasurer duties in coordination and collaboration with the General Manger. The position is responsible to help fulfill the District’s promise to our customers, our employees, and our community that they will know that “We Care”.

Key Responsibilities will include:

Essential Duties/Responsibilities:

- Attends and participates in the monthly Board of Trustees meeting.
- Provide and promote exceptional customer service to our customers and employees.
- Directly supervises employees in meter systems, billing, water quality, and system audits. Provides general supervision to customer service employees in accordance with the District’s policies and procedures.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assists in budget process; participates in the preparation and administration of the budget.
- Provides oversight and direction for other administrative functions such as employee benefits, workman’s compensation insurance program, Utah Retirement Systems compliance, and water conservation programs.

- Directs and controls the billing and cash collection functions of the District. Provides direction and oversight to ensure that bills are sent out in a routine and timely manner and that all cash, check and credit card collections are accounted for and deposited each day. Directs the process for the collection of delinquent accounts and the discontinuation of service of non-paying customers. Directs the addition of new accounts. Responsible for timely acquisition of each customer's monthly water usage and reporting for proper billing.
- **Nature of Work Contacts:**
 - Daily regular face-to-face and over the telephone interactions with District employees and customers.
 - Periodic interaction and correspondence with Board of Trustees, related government entities, and others such as service contractors, vendors, and software providers.
 - Establishes relations with banks and other financial institutions.
- **Training and Qualifications:**
 - Bachelor's degree in business or another related field from a four-year accredited college or university. Administrative/Customer/or Financial services accreditation; and seven (7) to ten (10) years of work experience in supervisory and leadership management capacity.
 - Considerable knowledge of administrative services, customer service, accounting methods, principles and practices; budget development and fiscal management.
 - Ability to effectively supervise, motivate and direct the work of others and utilize creative and cooperative problem-solving processes and facilitation skills diplomatically.
 - Must be bondable.
 - Must possess a valid Utah driver's license with good driving record.
- **Community Engagement:**
 - Engage with the Kearns communities to address concerns, provide information, and gather input on services.
 - Attend meetings and activities in the community that show "We Care".

Benefits

- 100% KID paid Medical, Dental, and Vision Insurance plans.
- KID full contribution to the Utah Retirement System.
- KID contributory participation in 401K retirement savings plan.
- Paid Vacation and Sick Time.
- 11 paid holidays plus 1 preference day per year.
- Four (4) day work week - Mon-Thu 7:00am -5:30pm

How to Apply:

Interested candidates should submit their resume, cover letter, and professional references to Greg Anderson, General Manager/CEO ganderson@KIDWater4UT.gov. Please include "KID Director of Administrative Services" in the subject line. The application deadline is **Thursday, April 11, 2024, at 5:00pm.**

Kearns Improvement District is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.