

**GARDNERVILLE WATER COMPANY  
JOB DESCRIPTION  
BOARD MEMBER**

MINIMUM QUALIFICATIONS: Must be at least 18 years old. Must be a property owner within and reside within the voting district with an opening and not be a voting member of any local governmental entity.

WORK HOURS: Must attend the Board of Directors meetings held monthly beginning at 5 p.m. on the 2<sup>nd</sup> Tuesday of each month. These meetings are between 2 and 3 hours in length. Other hours as needed.

SALARY: \$500.00 per month

BENEFITS: None

SUMMARY OF JOB PURPOSE

The Gardnerville Water Company Board of Directors consists of a five-member board elected by the property owners of Gardnerville. The elected board of directors manages and directs the water company. Directors serve staggered four-year terms.

ESSENTIAL FUNCTIONS

- Regularly attends board meetings, important related meetings and must be flexible to attend special meetings.
- Makes serious commitment to participate actively in board member work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves for meetings, and reviews and comments on minutes and reports.
- Participates in public events for the organization.
- Oversee the overall operations of the Gardnerville Water Company.
- Provide leadership in recruitment, hiring, and directing employees. Require compliance with all policies and procedures, pay practices, and other administrative resolutions.
- Oversee Gardnerville Water Company's water rights.
- Keep current on all projects, programs, rule makings, and other activities of local, regional, state and federal agencies that impact the Gardnerville Water Company water system.
- Review and approve monthly financial statements, annual budget, annual capital projects, long range financial plan, and water rate schedules.

- Assist in the preparation and implementation of goals and objectives for the Gardnerville Water Company; implement policies and procedures.
- Represents the Gardnerville Water Company within the community and other entities and organizations at the local, regional, state, and federal government levels.
- Performs other responsibilities assigned by the Board.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos; write correspondence; effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### REASONING ABILITY

Ability understand and carry out written or oral instructions and deal with problems.

#### HOW TO APPLY

Completed applications must be received at the Gardnerville Water Company office. Resumes may be attached to completed applications. The Gardnerville Water Company is an equal opportunity employer and a Drug Free Workplace.

Gardnerville Water Company,  
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Gardnerville, Nevada 89410  
(775) 782-2339  
(775) 782-2491 Fax  
[www.gardnervillewater.org](http://www.gardnervillewater.org)