

Best Water! Best Service!



Gardnerville Water Company  
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## BOARD MEMBER JOB DESCRIPTION

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The Gardnerville Water Company Board of Directors consists of a five-member board elected by the property owners of Gardnerville. Directors serve staggered four-year terms. The elected board of directors provides the General Manager direction and leadership.

### QUALIFICATIONS:

- 18 Years or older
- Must be a property owner within and reside within the voting district with an opening
- 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: Members - \$550 per month; Chairman - \$600 per month

BENEFITS: None

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE POSITION: No

### ESSENTIAL FUNCTIONS:

- Analyze operations to evaluate performance of GWC Manager in meeting objectives; provide leadership and direction.
- Assist in the preparation and implementation of goals and objectives for the GWC; develop, communicate, and implement policies and procedures.
- Keep current on all projects, programs, rule makings, and other activities of local, regional, state, and federal agencies that impact the GWC water system.
- Makes serious commitment to participate actively in board member work.
- Oversee GWC's water rights and masterplan.
- Oversee the overall operations of the GWC.
- Participates in public events representing the organization.
- Provide leadership in recruitment, hiring, and directing employees. Require compliance with all policies and procedures, pay practices, and other administrative resolutions.

- Regularly attends board meetings, and flexible to attend special meetings if needed.
- Review, analyze, and approve monthly financial statements, annual budget, annual capital projects, investments, long range financial plan, and water rate schedules.
- Stays informed about company matters, prepares themselves for meetings, and reviews and comments on minutes and reports.
- Performs other responsibilities assigned by the Board.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, coordination, and vision to see reports or a video display. Strength and stamina to bend, stoop, sit, and stand for short periods of time. Dexterity and coordination to handle files and single pieces of paper.

Mental requirements include active listening, critical thinking, complex problem solving, learning techniques, mathematics, monitoring, reading comprehension, science, speaking, and writing.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions. Position functions indoors in an office type environment where most work is performed at a table. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors.