

Crow Hill Water and Sanitation District Administrator Position

Crow Hill Water and Sanitation District is searching for a new administrator/bookkeeper for the district. The administrator would be responsible for the duties listed below and would work with the board to maintain the district. This position is part-time and the applicant would need to be approved by the board of directors.

Responsibilities include:

- Point of contact for the district.
- Checking emails to ensure that communication is always open to the district.
- Attending two meetings a year and recording the minutes of the meeting for the district.
- Assisting the board of directors with tasks related to the district.
- Ensure all invoices are paid for the district.
- Maintaining the website to ensure it is up to date and accurate.
- Checking the bank account to ensure no unexpected charges are taken out.
- Reconciling the bank account once a month.
- Ensure state regulations are being followed for the special district to the best of your ability.
- Acting as record keeper for the district.
- Responding to CORA requests per state regulations.
- Drafting and recording the budget each year.

Requirements/Preferences:

- Previous experience as an administrator.
- Computer skills including but not limited to: answering emails, setting up zoom meetings, posting on/monitoring the website, typing up minutes for the district, etc.
- Experience with special districts.

If you are interested in applying, please send your resume to crowhillwater@gmail.com

Thank you for your interest.