

Position Announcement



CANEBRAKE
COUNTY WATER
DISTRICT

Project Manager / Executive Assistant

The Canebrake County Water District Board is seeking a Project Manager / Executive Assistant (PM/EA) to assist and support activities of the Board.

- This position will be hired for a term of one (1) year with Board approval for extension beyond that time period. The start date is anticipated for July 2026.
- The compensation for this position will be \$2,000 per month for twelve (12) months.
- This position will be considered a one-quarter ($\frac{1}{4}$) time position with expectation that the incumbent will provide ten (10) hours per week or forty (40) hours per month equivalent time.
- The position will be hired directly by the District as a non-benefitted employee.
- The position will be supervised by the Board President and Vice-President.
- The position will receive mileage Reimbursement for official business.

This position will replace the 'Recording Secretary' position that has been intermittently filled, with duties expanded to support the function of Board operations with an emphasis on administrative requirements.

Description of Duties

The PM/EA is critical to the administrative function of the CCWD. Traditionally, the Secretary has been a volunteer community member or recently, a collateral duty undertaken by one of the regularly elected members. On May 9th 2026, the CCWD Board voted in affirmative to transition and expand the scope of this position to that of a part-time employee, which will allow regular board members to focus on District business, high-level oversight and long-term planning. This position will minimize the need for Board members to directly handle all administrative and project management work.

The person performing the duty of PM/EA agrees to a 1-year term running concurrent with the CCWD Fiscal Year, with selection and assumption of duties made at the June Board meeting (or executive meeting as determined). The position may be extended at the discretion of the Board.

The core duties of the CCWD Project Manager/Executive Assistant include but are not limited to:

1. Attend every CCWD Board meeting where they shall capture notes related to all discussions, decisions, action items, correspondence, old business, and new business.
2. Capture notes through any assisted methodology so long as they adhere to the expectations described above. Notes may not be captured through memory alone. These may be handwritten, recorded and transcribed, AI transcription generated (and human vetted), or any combinations of the above or any method that meets the expectations.
3. Provide a draft copy of the Meeting Minutes within two weeks of the meeting to the CCWD President/VP for review. The President will corroborate the Meeting Minutes and approve for distribution to the public.
4. The PM/EA will coordinate amongst the Board Members to produce the draft and final Board Meeting agendas no later than 4 days prior to any scheduled meeting.
5. The PM/EA will be responsible for posting the draft agenda and all meeting materials to all public information distribution systems currently in use, including posting hard copy agendas on the community bulletin board.
6. The PM/EA will assist the five Board Members with tasks associated with their positions. Not all duties listed below are expected to occur every month, but rather a mix as time and demands allow. These duties include but are not limited to:
 - a. President/Vice-President
 - i. Duties associated with meeting agendas and minutes, including distribution.
 - ii. Maintaining proper rostering information with the County.
 - iii. Adhering to election procedures and assisting potential candidates through the process of election.
 - iv. Assisting with administrative tasks associated with on/off boarding new Board members including swearing in and filing information with the County.
 - v. Assisting with Form-700 compliance.
 - vi. Assisting/advising with new/recurring training required for Board members
 - vii. Collecting/tracking correspondence received through formal and informal channels pertaining to Board business.
 - viii. Performing research tasks based on new/old/upcoming business or generalized inquiries from Board members.
 - ix. Assist in ensuring Board Meetings are conducted according to all applicable laws and regulations including compliance with parliamentary procedures.
 - x. Assistance with drafting language to amend by-laws and the rules and regulations of the CCWD as well as ensuring that by-laws and

- rules and regulations are complied with during Board meetings and business dealings.
- xi. Other tasks as assigned.
- b. Chief Financial Officer
 - i. Research associated with outside grant funding.
 - ii. Research associated with setting rates, rate comparisons, and other revenue generating sources.
 - iii. Assistance with budget spreadsheet preparation.
 - iv. Other tasks as assigned.
 - c. Water Operations Manager
 - i. Assisting with taking water quality samples.
 - ii. Assisting with water delivery equipment/supplies inventorying, inventory management, and inventory deliveries.
 - iii. Assisting with generation and submission of State EAR.
 - iv. Assisting with implementation of a Cross Connection Policy and Hazard Survey.
 - v. Assisting with water meter reading.
 - vi. Other tasks as assigned.
 - d. Facilities/Equipment Manager
 - i. Assisting with equipment oversight and use including collection of use logs and billing for usage by the public
 - ii. General light maintenance of heavy equipment including meeting with maintenance of service providers.
 - iii. Assisting Equipment Manager with update of the Project Tracker.
 - iv. Other tasks as assigned

If you are interested in being considered for this important position, please email a copy of your resume to the email addresses below. Please include information in the form of a cover letter related to your relevant experience and ability to perform the role of PM/EA for the CCWD.

Submission Instructions:

- Email your resume and a cover letter to: sdfillmore@gmail.com with a CC to recyclingbynature@gmail.com.
- Include the subject line: CCWD PM/EA position.
- Submit your resume no later than July 10th, 2026. No resumes submitted after that date will be considered.