

JOB DESCRIPTION

Job Title	General Manager	Supervisor	Board of Directors
Department	General Manager's Office	Class Group	Manager
Division	Administration	Salary Grade	By Contract
Section	N/A	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under policy direction of the Board of Directors, the General Manager serves as the chief executive of the District implementing Board policy. The General Manager determines and executes administrative policies through subordinate managers and is responsible for operations and staffing of the District as prescribed by the Board, including planning and design of facilities, construction, operation and maintenance of facilities and the administration of the business affairs of the District. The General Manager supervises all District employees through subordinate managers, manages the employer/employee relations of the District and works closely with Legal/Audit advisors.

ESSENTIAL DUTIES WEIGHT

Duty 1

Attends all Board meetings, prepares reports and makes recommendations to the Board on the overall operation of the District, including submission of an annual budget.

Duty 2

Plans and determines the course and direction of the District, coordinates the preparation of long-term planning within general policy established by the Board.

Duty 3

Ensures the administration, engineering, maintenance and operation of the District, and for the construction, operation and maintenance of District facilities.

Duty 4

Ensures the implementation and administration of the District's organization and personnel system and effective utilization of District personnel and contractors.

Duty 5

Monitors and provides oversight of all District operations to ensure consistency with established objectives and policies.

Duty 6

Represents the District with appropriate Federal, State, local agencies and other interest groups on matters affecting the operations and policies of the District.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ General operations, functions and purposes of a municipal water district and environmental issues affecting such operations;
- ◀ Modern management practices, including : municipal finance, supervision, and organizational development;
- ◀ Negotiation strategies;
- ◀ Managerial, leadership, and interpersonal skills essential to demanding and visible activities within the District and the community;
- ◀ Laws and regulations pertaining to a water/water reclamation district;
- ◀ Fiscal management and decision making.

ABILITY TO:

- ◀ Ensure the timely and economic completion of necessary projects, reports and studies as required by the Board;
- ◀ Plan for future needs of the District;
- ◀ Employ modern management practices to insure the efficient operation of the District;
- ◀ Communicate in an effective manner with the Board and all other interest groups including all government agencies;
- ◀ Establish and maintain cooperative working relationships with all such groups including representation of the District's interest with all news media.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Reach, lift and move reports, materials and objects weighing approximately twenty-five pounds; and to reach, bend, or crouch to use files and records;
- ◀ Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION:

Equivalent to graduation from an accredited college or university with major work in public administration, business administration, civil engineering or a closely related field. An advanced degree from an accredited institution in one of the above areas is highly desirable.

EXPERIENCE:

Five (5) years senior-level managerial experience with three (3) years of experience as general manager or department head of a government agency or special district.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.