



CLASSIFICATION SPECIFICATION

GENERAL MANAGER

DEFINITION:

The General Manager is the District's chief executive officer responsible for carrying out the Board of Director's policies, directing district staff and operations, overseeing District expenditures as well as overseeing all programs and activities of the District. In addition, the General Manager interacts with a variety of private and public agencies and serves and/or leads on various regional issues and projects. The General Manager also serves as the District Engineer, Clerk of the Board, Personnel Officer and performs other duties as assigned. The General Manager may also serve as the District Secretary as provided for in Water Code Section 30543.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Pursuant to Water Code Section 30850, the General Manager shall: (a) Have full charge and control of the maintenance, operation and construction of the water-works or water-works system of the District; (b) Have full power and authority to employ and discharge all employees and assistants at pleasure; (c) Prescribe the duties of employees and assistants; (d) Fix and alter the compensation of employees and assistants subject to Board approval. The General Manager also formulates and proposes plans, policies and programs to the Board of Directors.
- Interprets and implements adopted Board policies and objectives.
- Provides leadership and management including planning, goal setting and evaluating District effectiveness.
- Directs and oversees construction, maintenance and operation of the District's water and wastewater systems.
- Oversees the preparation for Board approval of the District's budget and administers the District's budget including salaries, maintenance and capital projects.
- Directs and oversees development of a comprehensive Capital Improvement Plan.
- Maintains a close working relationship with the Board, Board committees, the District's legal counsel, auditor, and other consultants who advise the Board.
- Oversees the preparation of the Board agendas and staff reports.

- Maintains full power and authority to employ and discharge employees and prescribe their duties. Serves as the District's Personnel Officer; manages District personnel activities, including but not limited to, selection, training, evaluation of performance, salary level proposals, employee disputes and grievances. Assesses and monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements needed changes
- Serves as District Engineer; manages, oversees, plans and directs through subordinate management staff all activities and operations of the Engineering Department including the design and construction of water and sewer utility improvement projects, capital and development project management and oversight of contracted work for professional engineering, survey and inspection activities.
- Provides the Board of Directors with a variety of administrative and operational reports and recommendations for consideration and action.
- Directs the implementation of policy and procedural modifications.
- Identifies problems; evaluates alternative courses of action and makes decisions regarding such areas as organizational structure, staffing, productivity, policy or procedure modifications.
- Represents the District in dealings with other public agencies, regulatory bodies, contractors, consultants, civic groups and related individuals or organizations.
- Reviews and analyzes potential water needs, available water supplies, and the state of technology related to water and wastewater systems.
- Provides staff assistance to the Board of Directors; attends a variety of board, committee, civic and commission meetings; serves as the District's representative on regional issues and projects; prepares and presents staff reports and other necessary correspondence.
- Performs special projects for the Board of Directors, as directed.
- Establishes working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods and perform minor physical activities which involve bending, lifting and reaching.

- Communicate with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from college with a Bachelor's degree in Business Administration, Public Administration, Engineering, or a closely related field, and ten (10) years of progressively responsible administrative experience in an agency engaged in providing water and wastewater services including a minimum of five (5) years in a management or supervisory capacity.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Relevant Federal, State and local laws, rules, ordinances, codes, and legislative processes controlling District functions, programs, and operations.
- Organization, operation, and problems of special districts.
- Principles of management, leadership, supervision, and training.
- Principles, methods and problems of administering a water and wastewater system.
- Current theories, principles, procedures, practices, laws, and trends in the water and wastewater service industry.
- Principles and practices of planning and managing the District's financial, budgeting, and long range planning.
- Engineering, water technology and wastewater related to District operations.
- Computer applications related to work.

- Safe work methods and safety regulations.

Ability to:

- Organize and direct the work of staff to achieve efficient operation and meet strategic and program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs and services.
- Exercise sound independent judgment.
- Develop and implement work standards, policies and procedures.
- Coordinate multiple projects and meet critical deadlines.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups and other government organizations.
- Interpret and explain District policies and procedures.
- Select, assign, supervise and evaluate the work of staff; delegate authority and responsibility to ensure accountability.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software.

STATUS: Exempt

Revised: February 18, 2016