



POSITION DESCRIPTION

TITLE: GENERAL MANAGER

REPORTS TO: Board of Directors

GRADE: N/A

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Assistant General Manager, Finance Manager, Human Resources Manager, Executive Secretary

INDIRECT: Engineering Manager, Operations Manager, Customer Services Manager and all District Employees (All other position titles not listed in "DIRECT")

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Bachelor's degree in Business, Public Administration, Finance, Accounting, Engineering or related field. Advanced degree desirable. Valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of ten years progressive experience, including seven years in a supervisory capacity in at least two of these areas: Human Resources, Finance, Engineering, Administration and Public Administration. Comprehensive knowledge of water and wastewater, civil engineering, financial and operating principles, management theory and applicable California and Federal laws and regulations. Ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs; excellent organizational and planning skills; comprehensive knowledge of public administration and public relations; proven ability to organize and manage competing priorities; excellent verbal and written communication skills; and demonstrated leadership skills.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Management Staff and Executive Secretary to identify goals of District, provide general direction and review results; Board of Directors to provide guidance, make presentations and recommendations as required. District employees to discuss, advise and resolve administration, operations, engineering, human resources, finance, public relations and capital program issues; all other District personnel as required.

EXTERNAL: Interaction with general public, government officials, consultants, developers, general counsel, District engineer, contractors and regulatory agencies to negotiate agreements, make public presentations and achieve District goals.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent verbal and written communication skills; ability to use a personal computer and peripherals; ability to tolerate periods of continuous sitting and exposure to a computer screen; ability to travel frequently; may, on an infrequent basis, assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. Work will occasionally include travel and some field work. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for providing overall leadership and direction for all of the District activities including: park and recreation, water and waste water, recycled water and hydro electric, operations, administration, engineering, finance, human resources, public relations and capital projects. Responsible for the creation and implementation of the District Strategic Plan and Mission Statement. Advises and makes recommendations to Board of Directors. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

% TIME	TASKS
30%	Attends internal/external meetings. Meets with various governmental agencies, professional associations, area organizations, and Board of Directors as required, to make presentations, acquire information and set forth District plans, policies, goals, and objectives.
15%	Manages, plans, recommends changes to and implements: <ul style="list-style-type: none">• Operational policies and procedures.• Public relations efforts.• Administrative Code.• Budget.• Strategic plan.• Board meetings.
25%	Negotiates contracts: <ul style="list-style-type: none">• Provides direction to general counsel with respect to contract development and eminent domain proceedings;• Facilitates and manages planning and design of projects including necessary land acquisitions;• Manages and coordinates environmental issues with appropriate agencies and the public;• Negotiates contracts with various parties for the construction of District infrastructure.
20%	Other management duties include: <ul style="list-style-type: none">• Plans budgetary guidelines and assures departmental operations within allocated amounts.

- Professionally represents the District at a variety of internal and external meetings.
 - Organizes and manages competing priorities.
 - Develops effective resolution to conflicts.
 - Makes policy recommendations regarding operations and procedures.
 - Responds to emergency situations and personnel problems using sound judgment.
 - Manages labor resources effectively, conducting evaluations, documentation of performance and ensuring training is completed.
 - Supports the District Strategic Plan and Mission Statement by keeping staff informed and involved.
 - Implements the department's record retention requirements for data management.
 - Acts as a positive role model.
 - Performs successfully in a team environment.
 - Monitors the Administrative Code relating to departmental responsibilities and recommends changes/updates as needed.
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DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Completes other projects and duties as requested and deemed necessary by the Board of Directors.