



GENERAL MANAGER

Department: Administration
Range:

FLSA Status: Exempt
Effective Date: September 1, 2010

General Purpose

Under policy direction from the Board of Directors, to serve as Chief Executive Officer of the District; to plan, direct, and oversee District programs, services and resources in accordance with short and long range goals, policy statements and directives; to interpret and administer policies of the Board; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Plans, directs, coordinates, and controls the daily operation of the organization through the organization's managers including administration, financing, maintenance, operation, engineering, and construction, to effect operational efficiency and economy.
- Exercises full authority to employ and discharge all employees and assistants at pleasure; prescribes the duties and responsibilities of employees and assistants; establishes and adjusts the compensation of employees and assistants subject to the approval of the Board of Directors.
- Develops, recommends and implements current and long range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Provides advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Promotes the organization throughout the industry, special districts and/or trade associations.
- Oversees the adequacy and soundness of the organization's financial status and structure.

- Reviews reports and operating data for the organization and compares them to established objectives and standards; ensures that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communications throughout the organization.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Water utility services, system operations and administration.
- Principles and practices of management, supervision, training and public administration.
- Utility commercial and financial practices.
- Current economic conditions and their impact upon the District's financial structure.
- Local government and community affairs.
- Public relations techniques.
- Water law and basic legal procedures concerning a public utility, including City ordinances and state and federal mandates.
- Safe work practices.

Ability to:

- Plan, organize, administer, coordinate and direct the activities of a water agency.
- Direct, administer and monitor the District budget; interpret and analyze financial, technical and legal information; make sound judgments and decisions.
- Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instruct and evaluate subordinate personnel.
- Evaluate and recommend improvements to existing District activities, reports, and facilities.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.

- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering or a closely related field; and

Experience:

A minimum of ten (10) years of experience in progressively responsible professional water utility administration at the managerial level. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.