

JOB TITLE: GENERAL MANAGER

JOB DESCRIPTION

Functional Statement

The General Manager is an At-Will position appointed by the Board of Directors and shall be the administrative head and designated representative of the District. The General Manager serves under the direction and control of the Board except as otherwise provided in District rules, regulations or ordinances. The General Manager is responsible for developing, implementing and executing short- and long-term plans, policies, budgets and strategies to accomplish the District's mission and Board of Directors priorities. The General Manager will at all times perform their duties in accordance with all rules and regulations of the District

Duties (Duties may include, but are not limited to, the following):

- Implement policies established by the Board of Directors and enforce all rules and regulations of the District except penal laws and, ensure that all franchises, contracts, permits and privileges granted by the Board of Directors are faithfully observed and ensure that the requirements of applicable law are met with respect to operations and property.
- Plan, direct and implement the fiscal management programs for the District including: budget development, administration, monitoring, and forecasting; prepare resolutions for budget adoption; recommend and participate in the development of Finance related goals, objectives and policies; develop and administer capital budgets; ensure proper tracking, collection, and assignment of cost to projects and functions; ensure timely and accurate billing for services and collection thereof.
- Recommend to the Board of Directors adoption of such budgets, measures, policies, ordinances, and resolutions as deemed necessary.
- Direct and perform professional accounting work, including financial reporting and auditing activities; design and implement procedures to conduct activities in accordance with related laws, ordinances, rules and regulations; provide liaison to auditors and ensure audit compliance; prepare and present annual financial reports and resolutions to the Board; coordinate the annual audit of District financial records and systems.
- Prepare periodic and special financial reports and analyses, including those required for submission to various governmental agencies; report the financial status of the District.
- Keep the Directors at all times fully advised as to the financial condition and needs of the District and ensure that accurate financial records are maintained.

- Ensure proper investment of District funds in priority of security, liquidity and return.
- Administer all contracts or agreements and enter into contracts or agreements within the scope of authority as may be granted by the Board.
- Exercise general supervision over all public buildings and public facilities, and all other public property, which are under the control and jurisdiction of the District.
- Periodically report upon federal grant and aid programs in which the District may be eligible to participate and, upon order of the Board, process applications on behalf of the District for such participation.
- Plan, organize, control, integrate and evaluate the work of all District departments personnel to ensure the success of the District.
- Exercise general supervision over all of the District's services including: utility department (wastewater collections and treatment), security department (patrol and gate services), administrative department and any contract services.
- Recruit, hire, evaluate performance requirements and personal development targets; regularly monitor performance and provide compensation and other rewards to recognize performance; take disciplinary action, up to and including termination, to address performance deficiencies for all employees of the District, in accordance with all ordinances, policies, resolutions, rules and regulations of the District and all applicable laws. The District Counsel is the only exception to the General Managers authority, as this position is appointed by the Board.
- Identify staff development needs and establish and approve training requirements or activities for District employees.
- Ensure the health and safety of District property, personnel, and customers with respect to District operations.
- Provide superior customer service to the community by ensuring that customer inquiries, requests and complaints are dealt with appropriately and professionally.
- Attend Board and Committee meetings (unless excused by the Board President individually or the Board) held on a variety of issues.
- Serving as Clerk of the Board supervise and coordinate meeting logistics; supervise, coordinate and prepare the agenda and the assembly and distribution of agenda packets; update and maintain mailing lists; record roll call votes on agenda items; ensure compliance with legal requirements governing

public notice of Board meetings and the conduct of closed sessions; draft the official minutes and summarize Board meetings and other District meetings; supervise and participate in maintenance of Board records and supervise the recordation of documents; prepare required Board memoranda and resolutions; prepare legal notifications; draft and arrange for the legal publication of notices, postings and public hearing.

- Serve as “custodian of records” and determine the applicability of Public Records Act provisions to various District records; upon request of subpoena, furnish copies of resolutions, minutes, and other official records, certified and sealed as to their validity.
- Maintain District website to ensure timely updates, promote transparency, and comply with all Special District website requirements.
- Handle liaison and coordinating functions with other public agencies, stakeholders or individuals.
- Stay abreast of (and keep the Board of Directors informed) legislative bills which could impact the Districts operation and recommend actions as needed.
- Perform other related duties as may be required or directed by the Board.

QUALIFICATIONS

Knowledge of:

- Theory, principles, practices and techniques of organizational design and development, public administration, financial management and long range planning.
- Principles, practices and techniques involved in the maintenance and operation of potable and non-potable water distribution system and wastewater collection and treatment facility; federal, state and local laws, regulations and court decisions applicable to each.
- Best practices, principles, techniques, and laws related to providing community security patrol and gate access services.
- Principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings.
- Principles and practices of effective human resource management and supervision; District personnel policies and procedures and labor contract provisions.
- Principles and practices of sound business communications.

Ability to:

- Analyze and make sound recommendations on management and administrative issues; plan, organize, and direct the operations of a water distribution system and wastewater collection and treatment system.
- Plan, organize, and direct the operations of a security patrol and community gate service.
- Understand, interpret, explain and apply District policies and procedures; present proposals and recommendation clearly, logically and persuasively in public meetings; represent the District effectively in negotiations, establish and ensure compliance with appropriate procedures and controls.
- Establish and maintain effective working relationships with Board members, District staff, other elected and appointed officials, community groups, consultants, and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Be a continuous learner and seeker of self-development. Have an openness to receiving and acting on development input and goals communicated by the Board of Directors.

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Minimum 5 years of progressively responsible management experience in the operation and maintenance of public utility; or equivalent combination of training and experience.

Training: Graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field.

Licenses and Certificates:

Required: California Class C Driver's License.

Desirable: Certified Special District Manager

Desirable: D1 & T1 Water Certification

Desirable: Wastewater Treatment Operator Grade III

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical and mental activities:

- Regularly required to use written and verbal communication skills; read and interpret complex data, information and documents; analyze and solve complex, sensitive problems in an ambiguous, dynamic, political environment; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks under intensive and changing deadlines.
- Frequent interruptions.
- Regularly interact with tact, diplomacy and political acumen with Board members, District staff, other elected and appointed governmental officials, community and professional groups, consultants, and the public.
- Regularly uses a telephone for communication.
- Uses office equipment such as a Personal Computer, copier and FAX machine.
- Sit, stand and walk for extended time periods.
- Hearing and vision within normal ranges.
- Carry, push, reach and lift up to 10 - 20 lbs. routinely.
- Reach at above shoulder heights (5%); at shoulder height (5%); below shoulder height (90%).
- Occasionally stoop, kneel or crouch.
- Sufficient manual dexterity to operate equipment.

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.